



MISSOURI DEPARTMENT OF SOCIAL SERVICES
 DOMESTIC VIOLENCE SHELTER TAX CREDIT
APPLICATION FOR AGENCY ELIGIBILITY VERIFICATION

LEGAL NAME OF THE ORGANIZATION	EXECUTIVE DIRECTOR
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MAILING ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER	CHARTER NUMBER (ISSUED BY THE SECRETARY OF STATE)
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CONTACT PERSON AND E-MAIL ADDRESS

- Total tax credits issued annually can not exceed the amount stated in section 135.550, RSMo.
- Tax credits will be apportioned equally among classified agencies at the beginning of each fiscal year.
- Unused tax credits may be reapportioned at the Departments discretion at any time during the year.

Information required to be considered as a classified Domestic Violence Shelter eligible to receive contributions that may qualify for the Domestic Violence Shelter Tax Credit.

1. A copy of the organization's certificate of incorporation;
2. Verification of Internal Revenue Services (IRS) tax exemption status (tax exemption certificate);
3. Brief description of the agency's primary business functions, including facility capacity and number of clients served annually (January-December).

_____ is a facility established for the purpose of providing temporary residential service or facilities to family or household members who are victims of domestic violence. Contributions may be declined at the organization's discretion.

In accordance with section 135.550, RSMo, I certify that the information provided above is true and accurate.

I agree to notify the Department of Social Services within thirty (30) days of any change in business functions that may affect my agency's qualifying status in this tax credit program.

EXECUTIVE DIRECTOR'S SIGNATURE	PRINTED NAME	DATE
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Remit to: Department of Social Services
 Attention: Domestic Violence Shelter Tax Credit
 P.O. Box 216
 Jefferson City, MO 65102-0216

The Director shall inform each eligible domestic violence shelter of its share of the apportioned credits no later than thirty (30) days following July 1 of each fiscal year.

Within thirty (30) days of any reapportionment, the Director shall notify those domestic violence shelters that would be affected by the reapportioned tax credit. The Director will consider comments the domestic violence shelters submit concerning planned future uses of the agency's tax credit allocation prior to the end of the thirty (30) day period. The Director's decision regarding reapportionment shall be final.

Once an agency has been certified by the Department of Social Services, the organization's name and mailing address will be added to the list of agencies that are eligible for the Domestic Violence Shelter Tax Credit. A complete list of eligible agencies is available upon request by writing to the address listed above.

Agencies must submit application for recertification annually.

All incomplete or inaccurate applications will be returned to the Domestic Violence Shelter.



APPLICATION FOR AGENCY ELIGIBILITY VERIFICATION

INSTRUCTIONS

1. Provide the organization's LEGAL name.
2. Provide the name of the agency's Executive Director.
3. Provide the organization's physical address in addition to a P.O. Box (if applicable).
4. Provide the organization's telephone number.
5. The agency's Charter Number issued by the Secretary of State.
6. Provide the name of a contact person (if different from the executive director) and email address.

Supporting Documentation to be attached:

1. A copy of certificate of incorporation.
2. Verification of Internal Revenue Service (IRS) tax exempt status.
3. A brief program description including the number of clients (adults and children) served annually (January-December) and the capacity of the facility.

All information should be submitted to:

Department of Social Services
Attention: Domestic Violence Shelter Tax Credit
P.O. Box 216
Jefferson City, MO 65102-0216

All domestic violence shelters must establish their eligibility on an annual basis. Beginning fiscal year 2008, all shelters must submit the above information no later than June 1 of each calendar year to maintain their eligibility for the tax credit.