



BOYS & GIRLS CLUBS
OF SOUTHEAST MISSOURI

1913 Whitener
Cape Girardeau,
MO 63701
www.bgcsemo.org
573-335-7141

Pay Your Taxes for Pennies on the Dollar and Help Provide a Positive Place for Kids!

Did you know that you could reduce your tax liability while also helping The Boys and Girls Club of Southeast Missouri?

This is possible through the Missouri Department of Economic Development tax credit program, known as Neighborhood Assistance Program (NAP).

Not only do **eligible donors receive a state income tax credit for 70% of the value of their donation** to The Boys and Girls Club, but they also receive federal and state tax deductions on their federal and state tax returns. All while helping young people reach their full potential as productive, caring, and responsible citizens. Sound too good to be true?

It is true and all you need to do is follow these steps:

1. Make your donation payable to: Boys & Girls Clubs of Southeast Missouri
2. Complete the NAP Credit Form
3. Submit the Form and a copy of your processed donation check to:
NAP, MO Department of Economic Development
PO Box 118
Jefferson City MO 65102

At the Club, NAP tax credit proceeds are used to provide programs and services that promote and enhance the development of area youth by instilling a sense of competence, usefulness, belonging, and influence. The Boys and Girls Club is a safe place to learn and grow, while having fun. Relying heavily on community donations to the Club facilities, programs and services are available to all youth and at very low cost to reduce any barriers to participation. Not only are you helping reduce your tax liability, but you are also helping keep the Club open to continue to provide positive role models, facilities, and programs to boys and girls in the area, thus promoting a better community overall!

What if I can't use all my tax credits in one year?

Any unclaimed credits can be carried forward for (5) five years. So, if 70% of your donation to The Boys and Girls Club is more than your entire Missouri income tax for that year, you can apply the remainder to pay your Missouri income tax over the next five years.

For more information, please contact:

Elizabeth Mathis, Director of Marketing & Development
1913-15 Whitener St
Cape Girardeau MO 63701
573-335-7141
elizabeth@bgcsemo.org

GREAT FUTURES START HERE.

Eligible for NAP Tax Credits

<u>Business Eligibility</u>	<u>Tax Liability Type</u>	<u>Scheduled Filed</u>
Corporations	Corporate, Franchise Tax	MO Form 1120
Farm Operation	Individual Income Tax	Federal Form 1040, Schedule F, MO Form 1040
Financial Institution*	Financial Institution Tax	MO Financial tax Return
Individual partner in a Partnership or shareholder in a S-Corp	Individual Income Tax	Federal Form 1040, MO Form 1040
Individual reporting income from rental property or royalties	Individual Income Tax	Federal Form 1040, Schedule E, MO 1040
Insurance Company	Gross Premium Receipts Tax	MO Insurance Tax Return
Limited Liability Corporation or Partnership	Individual Members Income, Franchise Tax, Fiduciary Tax	MO Form 1120, 1120S, or 1065
Partnership	Individual Partner Income Tax	MO Form 1065
Sole Proprietorship	Individual Income Tax	Federal Form 1040, Schedule C and MO Form 1040
Small Business Corporation (S-Corp)	Individual Shareholder Income Tax, Franchise Tax	MO Form 1120S
Charitable Organization**	Income Tax	

*Includes bank, Credit institutions, Savings & Loan Assoc, Credit Unions, Farmers Cooperative Credit Assoc, or Business & Loan Assoc

**Donor must be attached a signed, notarized affidavit proving they have other business income to create a Missouri state tax liability

Example Scenarios

Below is an example of how the donation may be calculated. The Boys & Girls Clubs of Southeast Missouri strongly recommends that you contact your tax advisor for exact estimates.

For your \$2,500 cash gift to The Boys and Girls Club using tax credits:

(*Please note that this is calculated at a 32% Federal rate, your rate could be different)

• Missouri Tax Credits (70% of gift)	\$ 1,750
• Federal Income Tax Deduction (32% of \$750)	\$ 240
• State Income Tax Deduction (5.4% of \$750)	\$ 40
TOTAL TAX BENEFITS	\$ 2,030

This means that your \$2,500 cash donation only costs you \$470!!

For your \$5,000 cash gift to The Boys and Girls Club using tax credits:

(*Please note that this is calculated at a 32% Federal rate, your rate could be different)

• Missouri Tax Credits (70% of gift)	\$ 3,500
• Federal Income Tax Deduction (32% of \$1500)	\$ 480
• State Income Tax Deduction (5.4% of \$1500)	\$ 81
TOTAL TAX BENEFITS	\$ 4,061

This means that your \$5,000 cash donation only costs you \$939!!

Best of all you tax dollars stay right here in your community!!



BOYS & GIRLS CLUBS OF SOUTHEAST MISSOURI

WHO WE ARE

The best way to predict the future is to **create** it. At Boys & Girls Clubs of Southeast Missouri we are creating a **new and brighter** future for the young people in our community.

BGC SEMO is a comprehensive youth service organization operating in Cape Girardeau and Scott County. We offer after-school and summer program opportunities to help young people from Kindergarten to High School reach their full potential through a program of youth development that emphasizes career and academic preparedness, healthy lifestyles, character and good citizenship. We have four Clubs throughout our service area (two in Cape Girardeau and two in Scott City) and are open after school until 6:30.

WHY BGC SEMO?

- **Low cost:** The yearly membership cost for our program is only \$20, compared to the \$1,025 its costs the Club to provide programming for just 1 child each year.
- **Summer Fun:** During the summer we put on a 6-week summer camp that offers educational programming and a variety of other field trips and activities.
- **Proven Methods:** We are part of a national organization, the Boys & Girls Clubs of America, which operates more than 4,000 Clubs worldwide. For 18 years, the Chronicle of Philanthropy has ranked the Boys & Girls Clubs of America as #1 among youth serving organizations.



Total members served: 185

56% of members in age range 0-9

44% of members in age range 10 & up

66% of members come from single parent/guardian household

50% of members come from low-income household



WHAT OUR MEMBERS ARE SAYING

"Boys & Girls Club has helped me improve my spelling and make new friends!" -Bentlea, Scott City Member

"My favorite thing about Boys & Girls Club is that I get to hang out with my friends after school and play basketball." -Marquand, Cape Member

"Club has helped me become a better person, student, and citizen by making me feel like I have a place to stay and have fun after school and teaching me how to make choices with my life." -Gracie, Cape Member

WHY GIVE?

When you make an investment in Boys & Girls Clubs of Southeast Missouri you change the future for **hundreds** of kids in your community. For more than 20 years, BGC SEMO has played a critical role in the lives of young people. We know that trusted, caring adults and a safe place to go after school can transform a child's life.

Through a combination of careful financial stewardship, passionate staff and volunteers and a compelling mission, our Club has generated the resources to serve more and more kids in an ever-changing landscape. **Every child deserves a great future** – with a safe place to go and the support to successfully progress through school and graduate with a viable plan. With your support, this is not a possibility, but a **certainty**.



GREAT FUTURES START **HERE.**

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NEIGHBORHOOD ASSISTANCE PROGRAM DOCUMENTATION REQUIREMENTS FOR NAP CONTRIBUTIONS

The following types of contributions are eligible for tax credits when donated by qualifying Missouri businesses and individuals. All applications for tax credit must include the documentation as described below. In-kind donations must be an approved expense in the approved project's budget.

CASH CONTRIBUTIONS

Checks - Attach documentation that clearly shows the check has cleared the DONOR's bank account. ALL pages of documentation must include donor name and/or account number. Contributions in the form of a check must be made payable to and endorsed by the approved organization. The date of the check is considered the date of donation.

Traditional Documentation: 1) A copy of the front of the check and the donor's checking account statement showing the check's posting; or, 2) A copy of the front and back of the check, along with proof of posting to the donor's bank, such as a letter from the bank or other bank transaction showing the check #, check amount, and post date.

Online Banking Documentation: 1) Printout (microfiche) of front of the check, with post date, check #, and amount; or, 2) Printout of front and back of the check, with "dda debits" or web address of donor's financial institution at the top or bottom of the printout.

Electronic Funds Transfer/Debit: Donor provides a copy of their bank statement showing EFT or ACH, including donor name and last 4 digits of the account number, statement date, transaction date, recipient organization, and amount of donation.

Credit Card Donations: Credit card statement must show donor's name and last 4 digits of the account number, as well as: billing cycle, date the charge was posted, name of the recipient organization, and amount of donation.



EMPLOYEE PAYROLL DEDUCTIONS

Initial form, signed by both the employee and employer, authorizing the NAP organization to deduct money from the employee's paycheck, indicating the time frame for which the deduction is to take place, the amount of the deduction for each pay period, the number of pay periods, and the total to be deducted. Include the employee's last payroll stub to show all deductions for that time frame.

REAL ESTATE CONTRIBUTIONS OR PURCHASE USING CREDITS

A copy of the deed, appraisal(s), and Phase I Environmental Assessment. At least two qualified, independent appraisals are required for real or personal property contributions or purchase using NAP donations. Exceptions: Commercial property valued at less than \$50,000 and vacant or residential property with a value of less than \$25,000 require only one appraisal. State licensed or certified appraisers must perform all appraisals.

IN-KIND DONATIONS

Rent donations: Valued at comparable market value of the rental OR the actual rental value, whichever is less. Provide an invoice from the lessor to the lessee **AND** a letter from an independent appraiser stating the value of comparable rents for the area.

Equipment & Supplies: Copy of the invoice showing the cost to the donor or current fair market value, whichever is less. Sales tax and profit margin cannot be included in the value. Used equipment invoices must be submitted with an appraisal of the fair market value of donated item(s).

Professional Services: Attach a copy of the invoice or other documentation showing the cost of services to the donor or fair market value, whichever is less. Include the type of services being donated, number of hours, and rate.

PUBLICLY TRADED STOCKS AND BONDS

Documentation must show donor ownership of stock, transfer of stock to the organization, and sale of the stock by the organization.

Donor/taxpayer must provide a letter from their broker OR a copy of their brokerage account portfolio showing: donor name, name of recipient organization, name of security(s) transferred from donor account to organization, number of shares, and date of transfer; **AND**,

Recipient organization must provide proof the donated stock was sold. Attach a copy of the brokerage statement showing sale of stock name of security(s) sold, number of shares, date sold, amount) OR trade confirmation **AND** a copy of the front of the brokerage check or proof of payment from the stock sale.



**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
APPLICATION FOR CLAIMING TAX CREDITS**

BENEFIT NUMBER - OFFICE USE ONLY

This application is to be completed by the taxpayer/donor for which a tax credit will be issued. Instructions for completing this form are on the reverse. Please type or print.

PART I: QUALIFYING PROGRAM

☐ FAMILY DEVELOPMENT ACCOUNT ☐ NEIGHBORHOOD ASSISTANCE PROGRAM ☐ YOUTH OPPORTUNITIES PROGRAM

PART II: TAXPAYER (DONOR) INFORMATION - See instructions.TAXPAYER NAME - INDIVIDUAL (INCLUDE SPOUSE INFORMATION IF A JOINT RETURN IS FILED) **OR** BUSINESS NAME (AS LISTED WITH SECRETARY OF STATE'S OFFICE)

FOR BUSINESSES, LIST A CONTACT PERSON		CONTACT EMAIL ADDRESS		CONTACT TELEPHONE #	
MAILING ADDRESS		CITY		STATE	ZIP CODE
SOCIAL SECURITY NUMBER	SPOUSE SOCIAL SECURITY NUMBER		BUSINESS FEDERAL ID NUMBER		MISSOURI TAX ID NUMBER

TAXES PAID BY:

☐ CALENDAR YEAR ☐ OR ☐ FISCAL YEAR FROM _____ TO _____

PART III: TAXPAYER ELIGIBILITY - CHOOSE ONLY ONE ELIGIBILITY STATUS**INDIVIDUAL DONOR**

- ☐ INDIVIDUAL - YOP AND FDA ONLY
- ☐ INDIVIDUAL WITH A FARM OPERATION
- ☐ INDIVIDUAL REPORTING INCOME FROM MO RENTAL PROPERTY OR ROYALTIES
- ☐ INDIVIDUAL REPORTING INCOME FROM A SOLE PROPRIETORSHIP
- ☐ INDIVIDUAL REPORTING INCOME FROM A PARTNERSHIP, S-CORPORATION, OR LIMITED LIABILITY CORP (LLC)

BUSINESS DONOR

- ☐ CORPORATION
- ☐ FINANCIAL INSTITUTION
- ☐ PARTNERSHIP - ATTACH PARTNER NAMES, SOCIAL SECURITY NUMBERS, AND PERCENTS OF OWNERSHIP
- ☐ S-CORPORATION - ATTACH SHAREHOLDER NAMES, SOCIAL SECURITY NUMBERS, AND PERCENTS OF OWNERSHIP
- ☐ LIMITED LIABILITY CORP - ATTACH MEMBER NAMES, SOCIAL SECURITY NUMBERS, AND PERCENTS OF OWNERSHIP
- ☐ INSURANCE COMPANY

PART IV: TYPE OF CONTRIBUTION AND VALUE

TYPE OF CONTRIBUTION	VALUE	DATE OF CONTRIBUTION MONTH/DAY/YEAR
<input type="checkbox"/> CASH; WERE ANY GOODS AND/OR SERVICES RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> STOCKS (VALUED BETWEEN HIGH AND LOW ON THE DATE OF TRANSFER FROM DONOR INTO NONPROFIT'S BROKERAGE ACCOUNT)		
<input type="checkbox"/> IN-KIND (VALUED AS LESSER OF COST TO DONOR OR FAIR MARKET VALUE)		
<input type="checkbox"/> WAGES PAID TO PARTICIPATING YOUTH - YOP ONLY		

PART V: TAXPAYER CERTIFICATION AND NOTARIZATION (TO BE SIGNED IN NOTARY'S PRESENCE)

I have examined the above application and confirm, to the best of my knowledge, information, and belief, that the above information is true and correct. Further, if operating as a business in Missouri, I declare that I do not knowingly employ illegal aliens and have complied with federal law (8 U.S.C. 1324A), which requires examination of the appropriate documents to verify employment eligibility. I understand that if found to have employed an illegal alien in Missouri and did not, for that employee, examine the documents required by federal law, that I shall be ineligible for any state-administered or subsidized tax credit, tax abatement, or loan for a period of five years following any such finding.

TAXPAYER SIGNATURE

NOTARY PUBLIC EMBOSSER OR BLANK INK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES:
	NOTARY PUBLIC NAME TYPED OR PRINTED	

PART VI: CONTRIBUTION VERIFICATION BY PROJECT DIRECTOR

APPROVED ORGANIZATION NAME	PROJECT NUMBER	
I have examined this application and all attachments and believe it to be an accurate description of the contribution received by our organization for the purpose of carrying out the approved project.		
PROJECT DIRECTOR NAME PRINTED/TYPED	PROJECT DIRECTOR SIGNATURE	DATE

THIS FORM MUST BE SUBMITTED TO DED WITHIN 12 MONTHS FROM THE DATE OF DONATION TO QUALIFY FOR A TAX CREDIT.

INSTRUCTIONS FOR COMPLETING MISSOURI FORM CDT-770

This application form is used to claim credits for eligible contributions made by individuals and businesses to organizations approved for the Neighborhood Assistance (NAP), Youth Opportunities (YOP), or Family Development Account (FDA) Programs. **ALLOW 3-6 WEEKS FOR PROCESSING.**

DONOR AND PROJECT DIRECTOR SIGNATURES, AS WELL AS NOTARY, MUST BE ORIGINALS (NO COPIES).

TAXPAYER/DONOR COMPLETES & ATTACHES DONATION DOCUMENTATION

PART I: SELECT ONLY ONE PROGRAM TYPE

PART II: DONOR'S/TAXPAYER'S FULL NAME, ADDRESS, IDENTIFICATION NUMBERS

- **INDIVIDUALS and INDIVIDUALS with BUSINESS INCOME** - Enter donor name, social security number, and contact information. **IF MARRIED FILING A JOINT TAX RETURN**, enter donor name **AND** spouse's name **AND** both social security numbers.
- **BUSINESS DONORS** - Enter full business name as registered with Secretary of State; Provide the name, email, and phone number of the business contact in the event DED staff have questions. Enter Federal ID Number.
- Enter the address the tax credit certificate should be mailed to.
- Indicate whether taxes are paid by calendar year or fiscal year. If fiscal year, enter dates.

PART III: TAXPAYER ELIGIBILITY - CHOOSE ONLY ONE ELIGIBILITY STATUS

Select ONE (1) taxpayer status that qualifies you to receive a tax credit. You must check the box that describes the donor's tax status at the time the contribution was made.

- YOP and FDA are the only programs for which the Individual box may be checked.
- Donations to be claimed by a business entity (with the exception of sole proprietorships) **MUST** be made from a business account.
- Partnerships, S-Corps, and LLC's are required to attach: a complete list of partners, shareholders, or members, their social security numbers, and percents of ownership by each. Note: Percent of profit distribution is not always the same as percent of ownership. If any partners, shareholders, or members are trusts, include both the Federal ID number for the trust and social security number of the beneficiary.

PART IV: TYPE OF CONTRIBUTION/DONATION MADE AND VALUE; PROOF OF DONATION

CASH/MONETARY DONATIONS:

- **Checks** - Attach documentation that clearly shows the check has cleared the DONOR's bank account. **ALL** pages of documentation must include donor name and/or account number. **Traditional Documentation:** 1) A copy of the front of the check **and** the donor's checking account statement showing the check's posting; 2) A copy of the front and back of the check, along with proof of posting to the donor's bank, such as a letter from the bank or other bank transaction showing the check #, check amount, and post date. **Online Banking Documentation:** 1) Printout (microfiche) of front of the check, with post date, check #, and amount; 2) Printout of front and back of the check, with "dda debits" or web address of donor's financial institution at the top or bottom of the printout.
- **Credit Card** - Credit card statement must show donor's name and last 4 digits of the account number, as well as: billing cycle, date the charge was posted, name of the recipient organization, and amount of donation.
- **Electronic Funds Transfer/Debit** - Donor provides a copy of their bank statement showing EFT or ACH, including donor name and last 4 digits of the account number, statement date, transaction date, recipient organization, and amount of donation.

STOCK DONATIONS:

- Must show donor ownership of stock, transfer of stock to the organization, and sale of the stock by the organization.
- **Donor/taxpayer must provide** a letter from their broker OR a copy of their brokerage account portfolio showing: donor name, name of recipient organization, name of security(ies) transferred from donor account to organization, number of shares, and date of transfer.
- **Recipient organization must provide** proof the donated stock was sold. Attach a copy of the brokerage statement showing sale of stock (name of security(ies) sold, number of shares, date sold, amount) OR trade confirmation **AND** a copy of the front of the brokerage check or proof of payment from the stock sale.

IN-KIND DONATIONS:

- **Real estate contributions** – Attach a copy of the deed, the required number of appraisals, and a Phase I Environmental Assessment. At least two qualified, independent appraisals are required for real or personal property contributions. Exceptions: Commercial property valued at less than fifty thousand dollars and vacant or residential property with a value of less than twenty-five thousand dollars require only one appraisal. State licensed or certified appraisers must perform all appraisals.
- **Rent donations** - Valued at comparable market value of the rental OR the actual rental value, whichever is less. Attach an invoice from the lessor to the lessee AND a letter from an independent appraiser stating the value of comparable rents for the area.
- **Equipment/Supplies** – Attach a copy of the invoice showing the cost to the donor or current fair market value, whichever is less.
- **Professional services (NAP ONLY)** – Attach a copy of the invoice or other documentation showing the cost of services to the donor or fair market value, whichever is less. Include the type of services being donated, number of hours, and rate.

WAGES PAID (YOP ONLY) - Attach a copy of the employer's payroll record, the Wages Paid Statement, and the Employee Pay History (available online).

The Wages Paid Statement should: be signed by the employee and the employer, itemize the total number of hours worked (regular and overtime), and list the employee's hourly wages.

PART V: DONOR SIGNATURE AND NOTARY

Donor must sign the form in the presence of a notary. The form and documentation/proof of the donation should be returned to the NAP/YOP/FDA approved organization. **The tax credit cannot be claimed on the Missouri tax return until the donor has received an official tax credit Certificate from the Department of Economic Development.**

PROJECT DIRECTOR OF THE APPROVED ORGANIZATION

PART VI: CONTRIBUTION VERIFICATION BY PROJECT DIRECTOR

Enter name of the organization, project number assigned by DED, and printed Project Director name. **VERIFY AND ATTACH ALL REQUIRED DOCUMENTATION.** Sign and date the form, then forward, with documentation, to DED for processing. Mail to: NAP/YOP/FDA, MO Department of Economic Development, PO Box 118, Jefferson City, MO, 65102.

Need examples of acceptable documentation? Questions? Call (573) 522-2629 or (573) 751-4539