

School Readiness Tax Credit Act – Staff Member Application

Applicant Name and Address			Eligible Program Name and Address		
Applicant's Name			Eligible Program Name		
Street or Other Mailing Address			Street or Other Mailing Address		
City	State	Zip Code	City	State	Zip Code
Applicant's Social Security Number (SSN)		Dates of employment with the above eligible program. (If employed by more than one eligible program, attach additional documentation.)			
Applicant is requesting tax credit for tax year 20 _____					

Staff member's Nebraska Early Childhood Professional Records System classification level as shown on the attached Attestation of Staff Member Classification Level form.

Level	Tax Credit	Check the Level that Applies
One	\$500	
Two	\$750	
Three	\$1,250	
Four	\$1,500	

Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is correct and complete.

sign
here

Signature of Applicant

Date

Phone Number

Email Address

Instructions

Who May File. An individual who is employed with an eligible program for at least six months of the taxable year, and who has been assigned a classification level pursuant to the Nebraska Early Childhood Professional Record System, may apply for the income tax credit available under this program. An eligible program is one that has been assigned a quality scale rating under the Step Up to Quality Child Care Act. Certified teaching and administrative staff employed by before-and-after-school or prekindergarten programs established by school boards or educational service units are not eligible to receive credits under this program.

When to File. This application for credits must be filed after you have been employed with an eligible program for more than six months of the taxable year and prior to March 1 of the year following the taxable year for which you plan to claim the credit. For example, if you plan to claim the credit on your 2017 Nebraska Individual Income Tax return, you must file this application by March 1, 2018.

What to File. Attach and submit a signed School Readiness Tax Credit Act—Attestation of Staff Member Classification Level along with this application.

Specific Instructions

Applicant Information. Enter current name, mailing address, and SSN. If all information is not completed, the credit will not be allowed.

Eligible Program Information. Enter the name, address, and dates of employment. If you were employed by more than one eligible program, attach a list of additional employers. Be sure to include name, address, and dates of employment. If all information is not completed, the credit will not be allowed.

Identify Classification. Place an "X" next to the most recent level you have been assigned on the Nebraska Early Childhood Professional Record System.

Mail this form to: **Nebraska Department of Revenue, PO Box 94609, Lincoln, NE 68509-4609.**

Additional Instructions

Application and Approval Steps.

1. Request the School Readiness Tax Credit Act — Attestation of Staff Member Classification Level form from the Nebraska Department of Education. Please allow six weeks for your request to be processed by the Department of Education.
2. Attach your School Readiness Tax Credit Act — Attestation of Staff Member Classification Level form to this application and file it with the Nebraska Department of Revenue by March 1 of the year following the taxable year for which you plan to claim this credit. Please allow four weeks for the Department of Revenue to process and respond to your application.

The Department of Revenue will process the applications in the order received until March 1 or until the program tax credit limitation of \$5 million has been met, whichever is earlier.

3. Claim your tax credit by attaching the tax credit certification from the Department of Revenue to your Individual Income Tax Return, Form 1040N. The Department of Revenue will not allow the tax credit if the certification is not attached to the Form 1040N.