

# School Readiness Tax Credit Act – Staff Member Application

2020

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.)			
		From:		To:	

Below, please check the box that applies to your Nebraska Early Childhood Professional Records System classification level as shown on the Attestation of Staff Member Classification Level form. You must attach the Attestation of Staff Member Classification Level form to this application.

Level	Tax Credit	Check the Level that Applies
One	\$532	
Two	\$798	
Three	\$1,330	
Four	\$1,597	

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, or who is a self-employed individual providing child care and early childhood education for 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 pre-kindergarten 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 or self-employed and providing child care and early childhood education for an eligible program for at least six months of the taxable year.

**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.

**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 the name, address, and dates of employment for each additional employer.

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

**Signature.** This application must be signed by the qualifying individual. Include a daytime phone number in case the Nebraska Department of Revenue (DOR) needs to contact you about the application. By entering an email address, the taxpayer acknowledges that DOR may contact the taxpayer by email. The taxpayer accepts any risk to confidentiality associated with this method of communication. DOR will send all confidential information by secure email or the State of Nebraska’s file share system.

Mail this Application and your Attestation 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 Nebraska 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 DOR by March 1 of the year following the taxable year for which you plan to claim this credit. Please allow four weeks for DOR to process and respond to your application.

DOR will process the applications in the order received until the program tax credit limitation of \$5 million has been reached. Please allow four weeks for DOR to process and respond to your application.

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