



**McMAHON PARATER SCHOLARSHIP FOUNDATION**

*Education Improvement Scholarships Tax Credits*



**LETTER OF INTENT**

In support of Catholic education in the Diocese of Richmond, in accordance with the requirements of the Virginia Department of Education, I/we commit:

Total Amount of Gift to be made and submitted for Tax Credits: \$ \_\_\_\_\_

**OPTIONAL:** To the extent permitted under the Education Improvements Scholarship Tax Credits Program, I would like this gift to be used for scholarships at the following schools:

**Saint Mary Star of the Sea Catholic School**

*I understand that the Education Improvement Scholarship Tax Credits Program requires that my donation be used to provide scholarships to eligible students for qualified educational expenses incurred in attending eligible nonpublic schools. In the event that the schools named above do not have sufficient qualified applicants for these scholarships, the McMahon Parater Scholarship Foundation will distribute these funds, within the provisions of the statute, to qualified students at other eligible Catholic schools within the Diocese of Richmond.*

This is how I/we would like my/our name(s) listed in donor recognition:

\_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Address City, State, Zip

\_\_\_\_\_  
Telephone E-Mail

**Please return this Letter with your completed Tax Credit Preauthorization Form to the McMahon Parater Scholarship Foundation by e-mail to [MPSF@richmonddiocese.org](mailto:MPSF@richmonddiocese.org) or fax to (804) 358-9159.**

The McMahon Parater Scholarship Foundation (MPSF) will submit your Preauthorization Form securely to the Virginia Department of Education (DOE). Within 48 hours, MPSF will email an Approval Letter to you indicating that the requested tax credits have been reserved. You must sign this Approval Letter and send it to MPSF with your donation. Tax credit preauthorizations become void after 180 days.

MPSF will submit documentation of your donation to the DOE, and will send you an acknowledgment of your gift. Within 40 days, the DOE will mail your tax credit certificate to you.

***Please make checks payable to: McMahon Parater Scholarship Foundation. For securities transfers, please call or contact us at [MPSF@richmonddiocese.org](mailto:MPSF@richmonddiocese.org). To make a secure credit card donation online after you have received your preauthorization approval, please visit <https://www.givecentral.org/mcmpsf>.***

*McMahon Parater Scholarship Foundation is a not-for-profit charity under IRS code 501(c)3. Gifts are tax deductible to the fullest extent provided by law. Please consult a tax professional.*

**McMahon Parater Scholarship Foundation •  
7800 Carousel Lane • Richmond, VA 23294 • 804-622-5150 • Fax: 804-358-9159  
[www.mcmahonparater.org](http://www.mcmahonparater.org)**