

# ETHO Tax Credit

Step by step guide

## STEP ONE - Make a donation to Community Care Network and complete application to reserve credits.

### 1. Make a donation to Community Care Network & receive donation receipt.

Give a life changing gift to Community Care Network. Donations can be made online, by mail, when visiting us in person, or contact us and we will come to you. You will receive a donation receipt for your records.

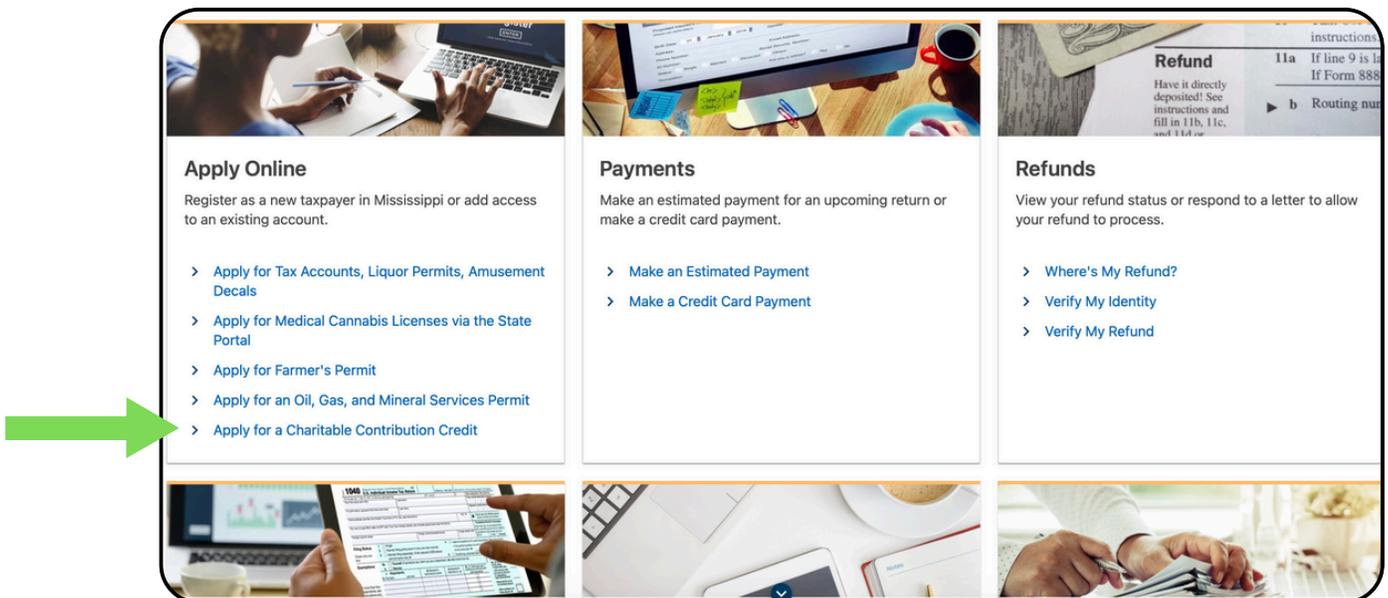
### 2. Complete an application to reserve your credits. There are two options:

A) Download a [paper copy](#) to return to us and we will complete the process for you. (Recommended)

OR

B) Complete the online application at the MS Department of Revenue website using the following guide:

a. Go to the MS Department of Revenue website at [tap.dor.ms.gov](http://tap.dor.ms.gov) or [click here](#). Access the application by clicking “*Apply for a Charitable Contribution Credit*” link under the *Apply Online* box.



The screenshot shows a grid of three main sections: 'Apply Online', 'Payments', and 'Refunds'. Each section has a header image and a list of links. A green arrow points to the 'Apply for a Charitable Contribution Credit' link in the 'Apply Online' section.

Section	Content
Apply Online	Register as a new taxpayer in Mississippi or add access to an existing account. <ul style="list-style-type: none"> <li>&gt; <a href="#">Apply for Tax Accounts, Liquor Permits, Amusement Decals</a></li> <li>&gt; <a href="#">Apply for Medical Cannabis Licenses via the State Portal</a></li> <li>&gt; <a href="#">Apply for Farmer's Permit</a></li> <li>&gt; <a href="#">Apply for an Oil, Gas, and Mineral Services Permit</a></li> <li>&gt; <a href="#">Apply for a Charitable Contribution Credit</a></li> </ul>
Payments	Make an estimated payment for an upcoming return or make a credit card payment. <ul style="list-style-type: none"> <li>&gt; <a href="#">Make an Estimated Payment</a></li> <li>&gt; <a href="#">Make a Credit Card Payment</a></li> </ul>
Refunds	View your refund status or respond to a letter to allow your refund to process. <ul style="list-style-type: none"> <li>&gt; <a href="#">Where's My Refund?</a></li> <li>&gt; <a href="#">Verify My Identity</a></li> <li>&gt; <a href="#">Verify My Refund</a></li> </ul>

b. Select "ETHO - Eligible Transitional Housing Organizations" from the dropdown menu.

The screenshot shows the 'Charitable Contributions Credit' form. At the top left is the 'DEPARTMENT OF REVENUE STATE OF MISSISSIPPI' logo. Below it is a 'Home' link. A progress bar shows the current step. The main form area has a dropdown menu for 'Type of Charitable Contribution Credit:' with 'ETHO - Eligible Transitional Housing Organizations' selected. A green arrow points to this selection. To the right is a 'Contribution Year:' field with a red asterisk and the word 'Required' below it. Below the dropdown are two buttons: 'Business' and 'Individual'. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

c. Complete Taxpayer Information for Business or Individual.

The screenshot shows the 'Individual Taxpayer Information' form. At the top left is the 'DEPARTMENT OF REVENUE STATE OF MISSISSIPPI' logo. Below it is a 'Home' link. A progress bar shows the current step. The main form area has a title 'Individual Taxpayer Information' and several input fields: 'Taxpayer First Name' (Required), 'M. Initial', 'Last Name' (Required), 'Social Security Number' (Required), 'Phone Number', and 'Email Address'. There is an 'Add Spouse' checkbox. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

d. On the Schedule of Contributions screen, select “Community Care Network” from the dropdown menu and complete other fields to continue

DEPARTMENT OF REVENUE  
STATE OF MISSISSIPPI

< Home

Charitable Contributions Credit Taxpayer Information Schedule of Contributions

### Schedule Of Contributions

Show Errors

(Primary) Name of the Organization to Receive Contributions	Contribution Amount	Contribution Date
COMMUNITY CARE NETWORK INC	1,000.00	01-Dec-2024

Show Errors

e. Review information and hit submit. If you entered an email address, you will receive a summary of the information you submitted for your records.

DEPARTMENT OF REVENUE  
STATE OF MISSISSIPPI

< Home

Charitable Contributions Credit Taxpayer Information Schedule of Contributions Summary

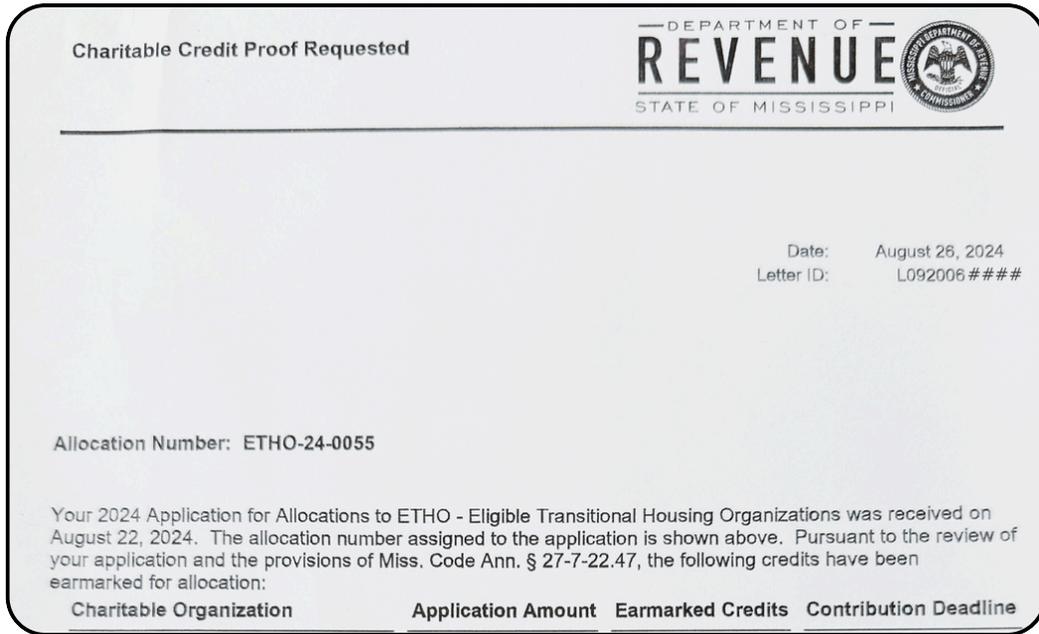
**Please Review Information Below**

Type of Charitable Contribution Credit: ETHO - Eligible Transitional Housing Organizations Contribution Year: 2024

Are you a business or individual taxpayer? Business Individual

Cancel Previous Submit

**3. In 7-10 days you will receive a letter from the Department of Revenue verifying the number of credits you've reserved.** You can now use the "Letter ID" located in the upper right corner to upload your donation receipt from Community Care Network (next step).



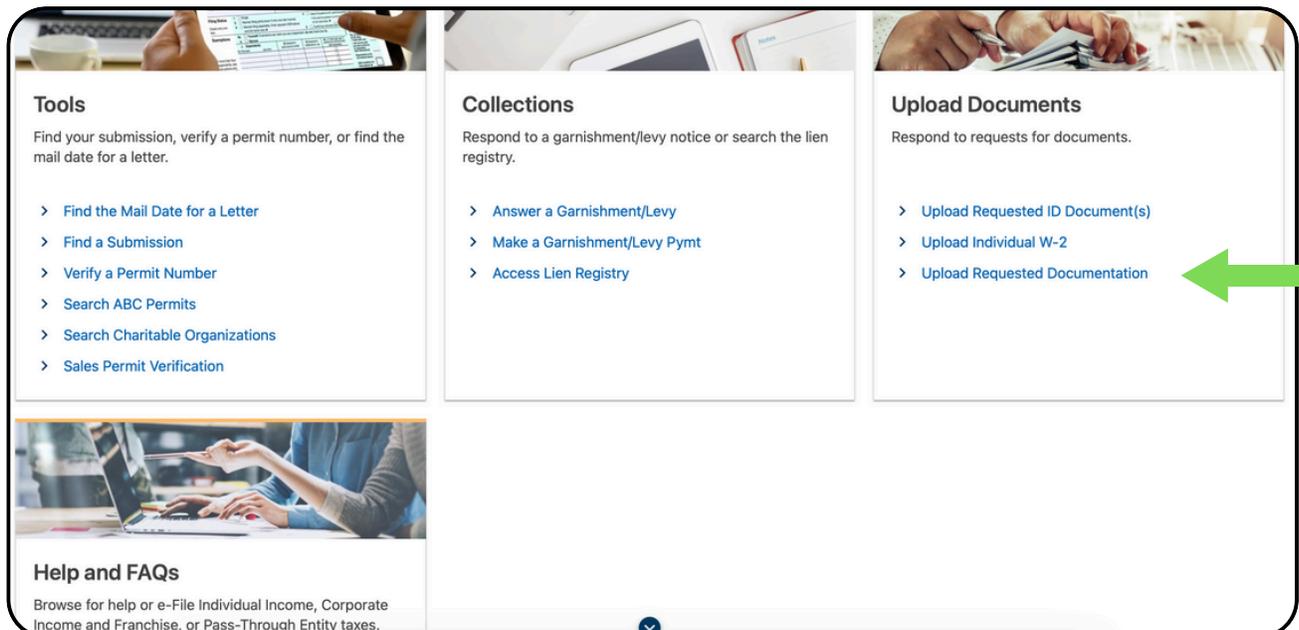
## STEP TWO - Submit Proof of Donation

A) Contact CCN, provide your "Letter ID" and we will do this step for you. (Recommended)

OR

B) Proceed to the Department of Revenue [website](http://tap.dor.ms.gov) at [tap.dor.ms.gov](http://tap.dor.ms.gov) to upload your Community Care Network donation receipt. You will need the "Letter ID" referenced in the photo above.

1. Visit the Department of Revenue website and select "Upload Requested Documentation".



2. Enter the “Letter ID” provided in the letter you received from the Department of Revenue. See number 3 on page 4.

DEPARTMENT OF REVENUE  
STATE OF MISSISSIPPI

< Home

### Upload Requested Documentation

Upload Requested Documentation

Account Info Attach Documents

Please enter the following. Letter ID is from correspondence that was sent to you.

Letter ID \*  
Required

Cancel Previous Next

3. Upload the donation receipt provided to you when you made your gift to Community Care Network.

Upload Requested Documentation

Upload Requested Documentation

Account Info Attach Documents

Attach Document

**⚠ You are required to attach at least one document.**

#### Attachments

Type	Name	Description	Size
There are no attachments.			

Add Attachment

Cancel Previous Submit

## **STEP THREE - Apply Tax Credits**

In 7-10 days you will receive a receipt from the Department of Revenue with proof of your tax credits. Take this receipt to the local tax accessor's office to claim property tax credits or to your accountant for income tax purposes.

*Always talk to your tax advisor before making any decisions regarding your tax liability. Please let your tax advisor know you are interested in taking advantage of the tax credit allowed by the Eligible Transitional Home Organizational Act 27-7-22.47 of the Mississippi Code Annotated.*

## **Helpful Links**

[ETHO Overview](#) - Department of Revenue Website  
[ETHO Letter Ruling](#) from the Department of Revenue  
[Community Care Network 501\(c\)\(3\) Letter](#)

## **Contact Us**

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