

YOP Tax Credit Instructions

- Make an eligible contribution of \$1,000 or more to Kids In The Middle.
- Fill out all highlighted sections of the attached application. If you file a joint return, please include both your own and your spouse's social security numbers.
- Your application must be notarized.** Take the application to a notary and sign it in his or her presence.
- The State of Missouri requires that your application be returned with the following form(s) of verification:

For a contribution made with a check:

- A copy of the FRONT and BACK of the canceled endorsed check (canceled through the donor's bank)
AND
- A copy of the bank statement showing that the check cleared the donor's bank

For a contribution made with a credit card:

- A dated copy of the credit card statement which must include:
 - The donor's name and the last four digits of the account number
 - Listing of charge to Kids In The Middle (or Qtego if made at a KITM event with text bidding) which also includes the date and the amount of the charge

For a contribution made with Stocks, Bonds, or Securities

- 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.

For a Corporation, S-Corp, Partnership, or LLC Contribution:

- On a separate page, please include a listing of the shareholders or partners, their social security numbers, and their percentage of shares
- Original signatures are required on all forms
- Please mail your completed application and verification paperwork to:
 - Kids In The Middle
 - Attn: Development Department
 - 2650 S. Hanley Road, Suite 150
 - St. Louis, MO 63144
- KITM will submit your application to the Missouri Department of Economic Development for approval. Please allow 4-8 weeks for processing and approval. You will receive your tax credit certificate in the mail directly from the State once approved.

*Youth Opportunities Program (YOP) Tax Credits are awarded on a first-come first-served basis. Kids In The Middle has a limited amount of tax credits to award, so please submit your application as soon as possible. KITM cannot guarantee tax credits will be available if your application is turned in more than three months after the donation date. **Applications must be submitted within a year of the contribution.***