



2024 Charitable Contributions Credit Online Application Instructions

Thank you for choosing to make a charitable contribution to Columbia Academy through the Mississippi Department of Revenue's Charitable Contribution Credit program. Online applications open at 8:00 a.m. on Tuesday, January 2, 2024.

To complete your online application:

1. Use an internet browser and go to <https://tap.dor.ms.gov/>
2. Select the "Apply for a Charitable Contribution Credit" link in the Apply Online section
3. Click the drop down menu in the Type of Charitable Contribution Credit
 - a. Select "ESCO - Educational Services Charitable Organization"
4. Enter 2024 in the Contribution Year section
5. Select "Business" for your taxpayer type
6. Click "Next"
7. Enter your Business Taxpayer Information and Mailing Address
8. Click "Next"
9. Click in the (Primary) Name of the Organization to Receive Contributions section
10. Select Columbia Academy Inc.
11. Enter your contribution amount in the Contribution Amount section
12. Click in the Contribution Date to select the date of your Contribution
13. Click "Submit"
14. Print out your Confirmation receipt for your records

Additional information

- Taxpayers may submit multiple applications if they are interested in giving to more than one charitable organization; however, only one application can be submitted at a time.
- Once the online application has been submitted, a confirmation number along with a summary of the application will be generated and emailed to the e-mail address provided in the application.
- Further instructions will be included in a letter correspondence that will be sent to the donor within 30 days of receiving the online application.
- **The Department recommends users become familiar with the online application process prior to filing an application. Starting November 1st and ending December 1st, users will be allowed to "test" the online application by going to <https://stagingtap.dor.ms.gov> and clicking on "Apply for a Charitable Contribution Credit." Once you open the link follow complete Steps #2-#14 listed above.**