



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIAPER BANK TAX CREDIT

APPLICATION FOR AGENCY ELIGIBILITY VERIFICATION

LEGAL NAME OF THE ORGANIZATION	
MAILING ADDRESS	
PHYSICAL ADDRESS	
TELEPHONE NUMBER	CHARTER NUMBER (ISSUED BY THE SECRETARY OF STATE)
EXECUTIVE DIRECTOR	CONTACT PERSON

- Total tax credits issued annually can not exceed the amount stated in section 135.621, RSMo.
- Tax credits will be apportioned equally among qualified agencies at the beginning of each fiscal year.
- Unused tax credits may be reapportioned at the Departments discretion at any time during the year.

Information required to be considered as a qualified Diaper Bank eligible to receive contributions that may qualify for the Diaper Bank Tax Credit.

1. A copy of the organization's certificate of incorporation;
2. Verification of Internal Revenue Services (IRS) tax exemption status (tax exemption certificate);
3. Brief description of the agency's primary business functions, including entities products were distributed to (2 or more).

_____ is a nonprofit entity located in the state of Missouri established and operating primarily for the purpose of collecting or purchasing disposable diapers or other hygiene products for infants, children, or incontinent adults and regularly distributes such hygiene products to two or more entities at no cost to the client. Contributions may be declined at the organization's discretion.

In accordance with section 135.621, RSMo, I certify that the information provided above is true and accurate.

I agree to notify the Department of Social Services within thirty (30) days of any change in business functions that may affect my agency's qualifying status in this tax credit program.

EXECUTIVE DIRECTOR SIGNATURE	PRINTED NAME	DATE
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Remit to: Department of Social Services
Attention: Diaper Bank Tax Credit
P.O. Box 853
Jefferson City, MO 65102-0853

The Director shall inform each eligible diaper bank of its share of the apportioned credits no later than thirty (30) days following July 1 of each fiscal year.

Within thirty (30) days of any reapportionment, the Director shall notify those diaper bank's that would be affected by the reapportioned tax credit. The Director will consider comments the diaper bank's submit concerning planned future uses of the agency's tax credit allocation prior to the end of the thirty (30) day period. The Director's decision regarding reapportionment shall be final.

Once an agency has been certified by the Department of Social Services, the organization's name will be added to the list of agencies that are eligible for the Diaper Bank Tax Credit. A complete list of eligible agencies is available on the Department of Social Services website: www.dss.mo.gov or by writing to the address listed above.

Agencies must submit application for recertification annually.
All incomplete or inaccurate applications will be returned to the Diaper Bank.



APPLICATION FOR AGENCY ELIGIBILITY VERIFICATION

INSTRUCTIONS

1. Provide the organization's LEGAL name.
2. Provide the organization's physical address in addition to a P.O. Box (if applicable).
3. Provide the organization's telephone number.
4. The agency's Charter Number issued by the Secretary of State.
5. Provide the name of the agency's executive director and a contact person (if different from the executive director.)

Supporting Documentation to be attached:

1. A copy of certificate of incorporation.
2. Verification of Internal Revenue Service (IRS) tax exempt status.
3. A brief program description including entities products were distributed to.

All information should be submitted to:

Department of Social Services
Attention: Diaper Bank Tax Credit
P.O. Box 853
Jefferson City, MO 65102-0853

All diaper banks must establish their eligibility on an annual basis. All centers must submit the above information no later than June 1 of each calendar year to maintain their eligibility for the tax credit.