



TAX PREPARATION ASSISTANCE REQUEST for Family Child Care Providers

Cincinnati Preschool Promise (CPP) has financial resources to help Family Child Care Programs (FCC) (Type A & Type B) have their taxes prepared. CPP will support all eligible providers by paying up to \$350 dollars of tax preparation costs. Please take the following step to request assistance.

1. Complete The Tax Preparation Assistance Request Form
2. Provide documentation detailing the tax preparation cost
3. Completed W-9 [Click Here to Complete W-9](#)
4. Completed ACH (direct deposit form) [Click Here to Complete Here ACH Form](#)
5. Completed Vendor Data Form [Click Here to Complete Vendor Data Form](#)
6. Proof of payment must be submitted and returned to CPP within 30 days of payment

ALL FORMS MUST BE COMPLETED TO RECEIVE PAYMENT

Section 1: General Provider Information		
Applicant Full Name:		Date:
Status: <input type="checkbox"/> Owner <input type="checkbox"/> Owner/Operator <input type="checkbox"/> Director	FCC Provider Type: <input type="checkbox"/> Multi-Site Center <input type="checkbox"/> Single Site <input type="checkbox"/> Type A <input type="checkbox"/> Type B <input type="checkbox"/> School Based Parochial	
FCC Provider Site Name:	License Number: IRN Number (if applicable):	
Address:		
City:	State:	Zip Code:
Phone:		Fax:
Website:		
FCC Provider email:		
Number of Preschool Classrooms:	Number of Preschool Students Enrolled:	



Section 2: Tax Preparation Request

Tax Preparation Company:		Date of Preparation:
Name of Tax Preparer:		Tax Preparation Estimate/Cost:
Year(s) of Tax Return:		Number of Returns Prepared:
Address:		
City:	State:	Zip Code:
Phone:		Website:
General email:		

Please attach supporting documentation to confirm tax preparation cost, tax preparation vendor and proof of payment. DO NOT SUBMIT a copy of your tax return to CPP. Any tax returns received will be immediately destroyed.

Section 3 – Signature

By signing below, FCC Provider certifies that the information provided in this application is accurate, and agrees to the following:

- FCC Provider agrees to use the requested CPP Tax Preparation fund for tax preparation expenses only
- FCC Provider will submit requested documentation to CPP
- FCC Provider will share data with CPP as requested to meet data and reporting requirements

Applicant Name:
FCC Provider Site Name:
Signature:
Date:

Please submit your completed application with all required documentation to:
kmathis@cincy-promise.org