

PRCO Tax Credit How To



The following is not tax advice, consult your tax professional.

STEPS:

1) Determine your Tax Liability

Consult your tax professional to determine your state income tax liability and county property tax liability.

2) Fill out PRCO Application Authorization Form

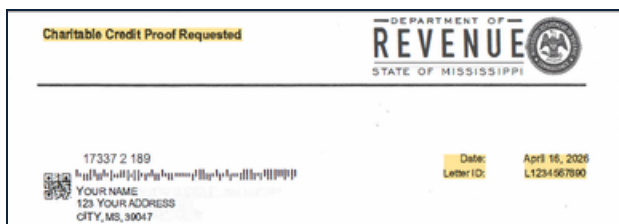
The authorization form allows the CPC to file your application for you. Alternatively, you can apply directly at dor.ms.gov *Applying for the tax credit does not obligate you to make a donation to the CPC.*

Please email completed form to nate@cpcmetro.org.

Alternatively, you can mail the completed form to **P.O. Box 55664 Jackson, MS 39216**

3) Receive “Charitable Credit Requested” Letter from the MS DOR

You will receive a letter in the mail from the MS Department of Revenue with a letter number and your 60 day contribution deadline.



4) Send Letter ID Number to the CPC

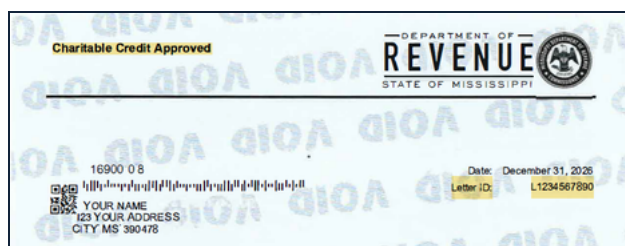
You must send the CPC the Letter ID at the top right of your DOR letter so CPC can update your information with the DOR.

5) Make Donation

You have until the contribution deadline indicated on your allocation letter to make your donation. Once the donation is received by the CPC, the receipt will be immediately uploaded to the DOR and confirmation will be sent to you.

6) Receive “Charitable Credit Approved” Letter from the MS DOR (2 pages)

Once the CPC uploads the receipt and sends you confirmation. You will receive another letter in the mail with “Charitable Grant Approved” at the top.



If you applied for the property tax credit, you must take the schedule from the Charitable Credit Approved letter to your county tax collector in order to apply the credit to your tax bill. See page below.*

Visit cpcmetro.org/tax-credit for more information.

Ad Valorem Tax Schedule (page 2 of Credit Approved Letter)

If you applied for the property tax credit, you must take the schedule on the second page of your approval letter to your county tax collector’s office. Your tax collector will complete the form and apply the credit to your property tax liability.

MS Department of Revenue | Office of Tax Policy | 2026 Ad Valorem Schedule

YOURNAME
123 Your Address
CITY, MS 39047

Allocation No: PRCO-26-1234
SSN/FEIN: ***-**-****
Spouse SSN: ***-**-****

This section is for Tax Collector use only

When recording credits that are being used against the taxpayer's ad valorem tax liabilities, please fill out one line for the aggregate amount of credits being used by the taxpayer for all properties located within the county. Credits are limited to 50% of the taxpayer's aggregate ad valorem tax liability for all real property within the county. Credits expire five years from the tax year indicated above.

Once the credits have been recorded, make copies of the letter and the schedule to (1) retain for record keeping purposes and to (2) submit to the Department of Revenue when requesting reimbursement of used credits. The originals should be given back to the taxpayer.

#	County	Tax Collector Name (Print)	Tax Collector Signature	Date	Amount of Credit Used
Utilized credits cannot exceed:					3,890.00
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					