



## CONTRIBUTION CHECKLIST

Thank you for your participation in the Georgia GOAL Scholarship Program! When writing your check to GOAL, complete the steps below to ensure that your contribution is received and processed in a timely manner.

- Make your check payable to Georgia GOAL Scholarship Program, Inc.
- Write the name of the school you wish to designate in the memo field of the check
- Include a copy of your approved IT-QEE-TP1 Form which has been signed and dated by the Georgia Department of Revenue
- Ensure the check amount is not greater than the amount approved by the GA DOR on Page 2 of the IT-QEE-TP1 Form
- Send your check and approved IT-QEE-TP1 copy to the appropriate contact at the school you are designating or send directly to:

Georgia GOAL Scholarship Program, Inc.  
Five Concourse Parkway  
Suite 200  
Atlanta, GA 30328