

QS 11 SRTC  
Rev. 01/17  
01/16 Issue  
Obsolete

**LA Department of Education**  
**Instructions for Completing the Enclosed**  
**Louisiana School Readiness Tax Credit Form**  
**Child Care Expense Credit**

Families with a child under the age of six (6) (this includes any child who was five even one day of the tax year) enrolled in child care may be eligible for the School Readiness Tax Credit (SRTC) for expenses incurred at a child care center(s) with at least a TWO STAR rating during the calendar year.

Each family will receive a separate form R-10614 (Louisiana School Readiness Tax Credit Child Care Expense Credit) for each child under the age of six (6) from each TWO to FIVE STAR rated center the child attended during the calendar year. If a child attended more than one TWO to FIVE STAR facility (center), this form should be received from each center the child attended during the year. The form R-10614 (Louisiana School Readiness Tax Credit Child Care Expense Credit) from the center with the highest star rating will be used to claim the tax credit.

Each eligible taxpayer is responsible for obtaining form R-10614 (Louisiana School Readiness Tax Credit Child Care Expense Credit) and following the instructions included on the form to claim the SRTC. Parents are responsible for completing the Parent or Guardian's Portion. The taxpayer must file a Louisiana individual income tax return to claim the SRTC. THIS FORM MAY NOT BE COPIED. The Louisiana Department of Revenue will only accept the original form.

The attached form must be completed as follows:

**CHILD CARE PROVIDER'S PORTION**

The child care center director or owner must complete the Child Care Provider's Portion of the form including:

- Name of the child care facility
- License number of the facility
- LA Department of Revenue account number also referred to as LA Tax ID number
- Quality Start star rating of the center (each center will receive a letter from the Quality Improvement Unit verifying their star rating and effective date for purposes of the SRTC by December 31<sup>st</sup>)
- Effective (begin and end) date of the center's star rating
- Complete physical address of the center
- Complete mailing address for the center
- The child's first name, middle initial, last name, and suffix
- The child's date of birth
- Signature of the Facility's Authorized Representative which is the owner or director of the center

**PARENT OR GUARDIAN'S PORTION**

The taxpayer claiming the tax credit completes the following:

- Parent's first name, middle initial, last name, and suffix
- Parent's Social Security Number
- Spouse's first name, middle initial, last name, and suffix, if applicable
- Spouse's Social Security Number, if applicable
- Family's address, city, state, and zip code
- The Qualifying Child's first name, middle initial, last name, and suffix
- The Qualifying Child's Social Security Number
- The Qualifying Child's date of birth
- The Qualifying Child's age
- The Qualifying Child's address if it is different from the parent/guardian/taxpayer

**SIGNATURE**

To be valid, you must have an original form and it must have a signature of the authorized representative of the Louisiana Department of Education. This signature will already be on the form when you receive it from the child care center.

**PLEASE NOTE:** All information reported on this form, including the Quality Star Rating, must be reported accurately. The star rating for the 2016 SRTC can be found on the letter mailed to the child care center in December 2016.

For questions regarding these instructions, you may call the Quality Improvement Unit at LA Department of Education at 1-877-453-2721 or send an email to [dss.qualitystart@la.gov](mailto:dss.qualitystart@la.gov).



Louisiana School Readiness Tax Credit  
Child Care Expense Credit

**CHILD CARE PROVIDER'S PORTION – To be completed by the child care facility.**

Please complete this section of the form before submitting it to the child's parents or guardians. This form must be provided to the child's parents or guardians before January 31, 2017. Use separate forms for each child **under the age of six (6)** who attended your day care center.

Child Care Facility's Name Smart Child Care, LLC DBA: Rocking Horse Early Learning Center			Facility License Number 14309	
LA Revenue Account Number 591289-9	Quality Star Rating 2 Stars	Date Rating Awarded (mm/dd/yyyy) June 1, 2015	Date of Star Expiration (mm/dd/yyyy) June 30, 2017	
Location Address 2253 American Way				
Location City Port Allen			State LA	ZIP 70767
Mailing Address (if different from location address) Same				
Mailing City			State	ZIP
Child's First Name	Initial	Last Name	Suffix	Date of Birth
<b>Sign and Date</b>				
Facility's Authorized Representative <i>Joyce M. Smart</i>				Date (mm/dd/yyyy) 01/09/2017

**PARENTS OR GUARDIAN'S PORTION – To be completed by parents or guardians of qualifying child**

Please complete this section of the form and attach it to your 2016 Louisiana Individual income tax return when filing a paper return to claim the credit. If using a tax preparer, present the completed document to the preparer in order to claim the credit. If filing electronically, complete this section and retain the form with your records. **Note: The child must have been under the age of six (6) at some time during the year to be eligible for this credit.** You should receive a form from each child care facility rated between 2 and 5 stars that the child attended during the calendar year.

Your First Name	Initial	Last Name	Suffix	Social Security Number
Spouse's First Name	Initial	Last Name	Suffix	Social Security Number
Address				
City			State	ZIP Code

**QUALIFYING CHILD**

Child's First Name	Initial	Last Name	Suffix	Social Security Number
Child's Date of Birth (mm/dd/yyyy)	Age	Child's Address (if different from parent/guardian)		

Submit this document with your 2016 Louisiana individual income tax return when filing a paper return. If filing electronically, keep this document with your return.

To be valid, this must be an original form and must have a signature of the authorized representative of Louisiana Department of Education.	
Authorized Representative of the Louisiana Department of Education. <i>Lisi A. Bealard</i>	Date (mm/dd/yyyy) 1/1/17

