

How to Check Your Student’s Balance

Are you curious how many tax-credits or tax-deductible donations have been made thus far in your student’s name?

Do you want to verify that tax-credits have been correctly paid to the right club?

Here’s how to check! (Remember, you will only be receiving bi-monthly updates of what your student has generated in the club account – this will not include totals or remaining balances)

1. Go to:[**https://az-tucson.intouchreceipting.com**](https://az-tucson.intouchreceipting.com/signin.aspx)
2. Log in:
   1. Username: your student’s matric number – ask your student for this number
   2. Password: Student’s last name (case-sensitive)
3. After logging in you will be asked to click on the student’s name to confirm the individual student you are “shopping” for
4. Under “Reports,” please click on *Purchase History*
5. A window will pop up with your student’s history, going back about eight years.
   1. Use the blue arrows on the top left to look through all pages
   2. Remember, this will not include any amounts paid to the EF website directly
6. When finished, click *Sign Out* in the upper right corner.

Things to Verify:

1. Contributor name is correct
2. Correct amount has been paid
3. Item (on far left) is correctly listed as TCTRAVEL

How Much Do We Still Owe?

* Take the balance on the EF site (subtract any late fees – these will be removed manually)
* Subtract the total amount of tax credits/donations from [**https://az-tucson.intouchreceipting.com**](https://az-tucson.intouchreceipting.com/signin.aspx)
* Example:
  + EF Balance: $4709
  + Total Tax Credits/Donations: $2400
  + Remaining Balance: $2309
* Please Note: Please keep track of tax credit withdrawals that are applied to EF throughout the school year and factor that in to your records. UHS Travel Club will email you periodically to notify you of the withdrawal and the amounts. Eventually you will see this reflected on your EF balance.

***If the items listed above (name, amount, TCTRAVEL) are not correct,***

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