**UHS Travel Club**

**Tax Credit Sample Letter**

Dear ,

Thank you for considering a donation towards my trip to Europe/NYC trip next summer/spring! Your contribution is very much appreciated and will help me meet my fundraising goals so I can participate in this exciting opportunity.

*Consider writing about what this opportunity means to you, how it will help you with your education and future goals, and describe the sights and activities you will experience while on tour.*

There are two types of contributions you can make towards my individual trip: Arizona Tax Credits and (potentially) Tax Deductible Donations. A contribution in any amount within either category is very much appreciated!

* Tax Credits: Any Arizona tax payer can donate. Individuals may donate up to $200 per calendar year, and married couples may donate up to $400 per calendar year. You may donate multiple years of tax credits as well (i.e. 2016 and 2017). Tax credits are 100% refunded to you when you complete your state taxes.
* Tax Deductible Donations: Any U.S. tax payer can donate. This is a donation made directly to the UHS Travel Club that is *potentially* tax deductible. Everyone’s tax situation is different, which is why the deduction is not a complete guarantee. Donations can be made on top of tax credits.

There are three ways in which you can donate towards my trip:

* Online at <https://az-tucson.intouchreceipting.com/>
  + Anyone can donate through this website with a credit or debit cards – this is the easiest method!
  + Please see the step-by-step instructions below for how to navigate this website
* In person at the UHS Finance Office
  + Please specify the following information:
    - UHS Travel Club – NYC or Europe/Spring or Summer/Year
    - Student Name
* Mail form & check to UHS
  + University High School

421 N. Arcadia Ave

Tucson, AZ 85711

* + Please specify the following information:
    - UHS Travel Club – NYC or Europe/Spring or Summer/Year
    - Student Name

Step-by-Step-Instructions: How to Navigate the Website (Az-Tucson.intouchreceipting.com )

**Login Information:**

1. Everyone who contributes towards your tour MUST login using the student account. That means you need to provide your matriculation and last name in the instructions for how someone can login to the website.
   1. Username: (Student ID/matriculation number)
   2. Password: (Student Last name – case sensitive)
2. Please do NOT create a separate “new non-student” account or “make a tax credit contribution without logging into an account”. This makes it much more difficult to keep accurate records of credits/donations.

**Tax Credits**

1. After logging in you will be asked to click on the student’s name to confirm the individual student you are “shopping” for. This is important in case there are multiple students in a single family within TUSD.
2. Home page: Under “Shop” please click on *Items at Student’s School.*
3. Next page: Click *High School.* 
   1. Do NOT click *University Students – Click Here!* This will complicate the process.
4. Next page: Click *Rincon University* (combined as one school for this website, but your tax credit will definitely be allocated to UHS)
5. Next page: Click *Tax Credit Contributions* 
   1. Do NOT click *Travel –* this will complicate the process
6. Next page: Scroll down to *University Travel Program Tax Credit.* 
   1. Same page: Enter “1” for quantity
   2. Same page: Enter amount of contribution ($200 or $400)
   3. Same page: Click *Buy*
   4. Same page: At top right corner of screen click *Checkout*
   5. TO MAKE ADDITIONAL DONATION - Skip the remaining steps and click *Your Family* in upper left corner and begin the process for Tax Deductible Donations (see below)
7. Next page: Click *Checkout Step 1: Additional Info*
8. Next page: Enter contributor information
   1. Note: The website automatically fills in the information with the student’s name and address. DELETE THIS and enter in the information of the person paying the contribution.
   2. Same page: Click *Checkout Step 2: Payment*
9. Next page: Enter payment information (credit or debit card)
   1. Same page: Click *Pay Now*
10. Next page: PRINT RECEIPT
11. Email Meg Tully (UHS Travel Club Co-Sponsor) at [Meredith.tully@tusd1.org](mailto:Meredith.tully@tusd1.org) with the following information ASAP:
    1. Student name
    2. Amount of contribution
    3. Date of contribution
    4. Receipt number
12. If you are finished click on *Sign Out* in the upper right corner.

**Tax Deductible Donations**

1. After logging in you will be asked to click on the student’s name to confirm the individual student you are “shopping” for. This is important in case there are multiple students in a single family within TUSD.
2. Home page: Under “Shop” please click on *Items at Student’s School.*
3. Next page: Click *High School.* 
   1. Do NOT click *University Students – Click Here!* This will complicate the process.
4. Next page: Click *Rincon University* (combined as one school for this website, but your donation will definitely be allocated to UHS)
5. Next page: Click *Travel* (this is where the process differs from tax credits!)
6. Next page: Scroll down to *University High School Travel Club*
   1. Same page: Enter “1” for quantity
   2. Same page: Enter amount of contribution (unlimited)
   3. Same page: Click *Buy*
   4. Same page: At top right corner of screen click *Checkout*
7. Next page: Enter contributor information
   1. Note: The website automatically fills in the information with the student’s name and address. DELETE THIS and enter in the information of the person paying the contribution.
   2. Same page: Click *Checkout Step 2: Payment*
8. Next page: Enter payment information (credit or debit card)
   1. Same page: Click *Pay Now*
9. Next page: PRINT RECEIPT
10. Email Meg Tully (UHS Travel Club Co-Sponsor) at [Meredith.tully@tusd1.org](mailto:Meredith.tully@tusd1.org) with the following information ASAP:
    1. Student name
    2. Amount of contribution
    3. Date of contribution
    4. Receipt number
11. If you are finished click on *Sign Out* in the upper right corner.

If you have any questions or concerns about the tax credit process, then please visit the TUSD website for more information:

<http://www.tusd1.org/contents/distinfo/aztaxcredit/about.asp>

For more information about the University High School Travel Club please visit our website at [www.uhstravelclub.com](http://www.uhstravelclub.com).

Thank you again for your support!

Sincerely,