

How to Donate Arizona Tax Credits to the UHS Travel Club

First and foremost, thank you for your contribution to the UHS Travel Club. Your contributions help our students go on the trip of a lifetime. Let's get to it!

How-To Guide:

1. Open your web browser and navigate to <https://az-tucson-lite.intouchrecepting.com/>.
2. On the righthand side is a series of dropdown menus. Select the first one, titled "School," and choose University High School.
3. In the next dropdown, titled "Item," Scroll to the bottom and select Travel Program Tax Credit.
4. Under "Amount," type in the dollar amount you're wanting to contribute. Single tax filers can be credited up to \$200 per year, joint filers up to \$400 per year. Add a memo in the last box if you'd like.

Your page should now look like this:

The screenshot shows a web interface for donating Arizona tax credits. On the left, there are tabs for 'Info' and 'Contact'. Below them, text explains that Arizona tax law (ARS 43-1089.01) allows taxpayers a TAX CREDIT of up to \$400.00 for married filing jointly and \$200 for single filers if they contribute to extracurricular activities in public schools. This tax credit is available only to individuals in Arizona and is NON-REFUNDABLE. Below this, instructions for making a donation are listed: 1. Select the school and tax credit item from the drop down box. You may enter a memo or student name in the memo field. 2. Enter in the amount of the contribution and click **Buy**. You may select multiple schools or tax credit items. 3. When you are finished, click on the **Cart** button. 4. Enter in your card information and click **Pay**. 5. You may either print out your receipt or e-mail the receipt to print at a later time. At the bottom left, a **PLEASE NOTE** states: After entering the amount of your purchase you **must** click the **Buy** button to... On the right side, there is a green 'Cart' button showing '\$0.00'. Below it is a form with four sections: 'School' with a dropdown menu set to 'UNIVERSITY HIGH SCHOOL'; 'Item' with a dropdown menu set to 'Travel Program Tax Credit'; 'Amount' with a text input field containing '400.00'; and 'Memo' with an empty text input field. At the bottom of the form is a blue 'Buy' button.

5. Click on the blue "Buy" button at the bottom. This will populate the charge in your Cart.
6. Click on the green "Cart" button at the top.
7. On the next page, confirm your selection and click on the blue "Pay" button.
8. Continue through the checkout process with your payment and billing information, and submit.
9. Once payment is processed, you will get a digital receipt. Save that for your tax records, and kindly forward it to Jacob.Ollanik@tusd1.org so it can be logged and applied to students in need.

Once again, thank you for your support of our program and our amazing students!