**Sample Email #1 - End of Year 2019-20**

**\*For students who are currently enrolled in private schools and will continue in the 2020/2021 school year.**

Dear Friends and Family,

It is hard to believe this year is almost over. Along with everyone, our family is adapting to the fact that our physical school is closed, and we are finishing off the year remotely. We are confident that **(Name of student(s))** will be very eager to return to the classroom in the fall. **(First Child’s Name)** is a **(Grade Level)** at **(Name of School)**. He/She **(share information on academic successes, athletics, school clubs, etc.)**. **(Second Child’s Name)** is a **(Grade Level)** at **(Name of School)**. He/She **(share information on academic successes, athletics, school clubs, etc.)**. **(Share other family details or updates and photos)**.

Without the support we have received through tax credit donations that many of you have made AND the continued love and encouragement from our friends and family, our children would not have been able to attend the schools of our choice for the last **(# of Years)** years. Private school tax credit donations become tuition scholarships, and those scholarships are what make private school a reality for us. With all of the uncertainty that COVID-19 has brought about, this program is more important than ever.

For those of you who are new to the Arizona Private School Tax Credit Program, below is information on how this program works. Also, there is a short [video](https://vimeo.com/391308691) on the APESF website that explains the program in a clear, comprehensive way.

**What is a tax credit?** The state of Arizona offers its taxpayers the opportunity to make a dollar-for-dollar tax credit donation that reduces the amount of tax owed to the state. This donation can be up to $2,269 (filing married) or $1,135 (filing single) for the 2019 tax year and $2,365 (filing married) or $1,183 (filing single) for the 2020 tax year. **Even though the 2019 tax filing deadline has been extended to July 15, 2020, Arizona state tax credit donations must be made by April 15.**

**Why are we telling you about it?** Because you can recommend a student when you make a private school tax credit donation, and we would love it if you would recommend ours!

**So, what do you need to know?**

* If you will pay Arizona income tax (or have been paying it throughout the year) ***for the 2019 tax year***, you are eligible to be a donor. [See examples](https://apesf.org/wp-content/uploads/2014/06/Tax-Credit-Examples_4-Scenarios.pdf).
* As a reference, you can look back at your 2018 sate tax liability by reviewing **line 49** on 2018 Arizona form 140.
* *90% or more* of your donation goes directly to tuition scholarships.
* The Private School Tax Credit Program does not take money away from public schools.
* Tax forms you or your accountant will complete when filing are forms 301,323 and possibly 348, and they can be found [here](https://azdor.gov/forms/tax-credits-forms). Need a tax preparer that can help? See APESF’s [list](https://apesf.org/for-individual-donors/tax-preparers-who-can-help/).
* You can take multiple state tax credits in one year. Find our more [here](http://azcredits.org/).

**Ready to participate?** Give online at [www.apesf.org/donate](http://www.apesf.org/donate) with your credit card OR [download a form](https://apesf.org/wp-content/uploads/2019/10/Mail-In-Contribution-Form-201920.pdf) to be mailed in with your check. There will be a place for your student recommendation(s) on either form.

Once again, thank you for all the support you have given to our family throughout the years. It means the world to us!