

QUICK FACTS FOR EMPLOYERS:

- » By providing ACSTO payroll withholdings, employers offer a valuable benefit to their employees.
- » You can send in the withheld donation amounts as often as you like, but they **MUST** be sent in ***at least quarterly***, per the withholdings law.
- » ACSTO provides each donor with a receipt indicating total donations for the year.
- » If you have questions about how the withholdings process works, give us a call!

ACSTO

Arizona Christian School Tuition Organization

PO Box 6580
Chandler, AZ 85246



480.820.0403



social@acsto.org



480.820.2027



ACSTO.org

NOTICE: A school tuition organization cannot award, restrict, or reserve scholarships solely on the basis of a donor's recommendation. A taxpayer may not claim a tax credit if the taxpayer agrees to swap donations with another taxpayer to benefit either taxpayer's own dependent. A.R.S. 43-1603 (C). Any designation of your own dependent as a potential recipient is prohibited.

ACSTO

WITHHOLDINGS

BY DONATING TO ACSTO THROUGH YOUR ARIZONA TAX WITHHOLDINGS, YOU CAN HELP STUDENTS AFFORD A CHRISTIAN EDUCATION!

QUICK FACTS FOR EMPLOYEES:

- » This donation option simply changes the order in which your donation and state taxes are collected and paid. ***It does not affect your take-home pay!***
- » The donation amount for each pay period ***cannot exceed the amount you elected with your employer to have withheld for your Arizona state tax withholdings.***
- » If you are unsure what amount or percentage of your paycheck is withheld for Arizona income tax per pay period, consult your payroll department. You can use that amount to determine how much will be donated through the course of a year.
- » You can identify a school or recommend a student to be considered for a scholarship with your donation.
- » ACSTO will send a receipt within a week of receiving the donation from your employer, except in December and January. Comprehensive receipts are sent in January for the prior year's donations.
- » Any donation(s) made between January 1 and April 15, whether sent by you directly, or by your employer via withholdings, may be claimed for the previous tax year as long as the donation(s) is received ***before midnight on April 15 and before you file your Arizona tax return.***

Once your employer approves payroll withholdings, sign up with us and your automatic donations will begin.

SIGN-UP PROCESS

1. Check with your employer to see if this is a benefit they are willing to provide.
2. You can find our Withholdings Pledge Form at ACSTO.org in the Donors section. Return the completed form to ACSTO.
3. We will email you an Authorization Form within one business week. Review the form, fill in the necessary information, and sign it. ***Keep pages one and two for your records and give pages three and four to your employer.***
4. Your employer will reduce your state tax withholdings per pay period and will send the donation from your withholdings to ACSTO on your behalf.

- » Find the most up to date tax credit maximums on our website at **ACSTO.org!**
- » Arizona state law [A.R.S. 43-401] allows individuals to authorize their employer to send their state withholding tax amount to ACSTO as a **DOLLAR-FOR-DOLLAR** tax credit donation!