

CHOIR TOUR PAYMENT & TAX CREDIT INFORMATION

If you are not paying your tour payment by tax credit, all tour payment checks are payable to "HHS Choir Club #614" (NOT "ACCENTS").

-When NOT using tax credits, please follow these guidelines:

1. Bring the check payable to "HHS Choir Club #614" to the choir room by the due date (the 5th of each month)
2. Fill out the payment log on the wall in the choir room signing the form when you turn in the check.
3. Keep a personal record of the checks you have paid and the dates paid.

DO NOT make tour checks payable to "ACCENTS"

DO NOT forget to sign the payment log

DO NOT pay in cash (cashiers checks or money orders are acceptable)

-100% of the tour cost can be paid with tax credit donations.

-When paying a tour payment with tax credit donations please follow these guidelines:

1. Pick up a tax credit form from the Horizon Bookstore or download the form on the PVUSD website or at www.horizonchoirs.com
2. Fill out the form completely specifying that you want the money to go towards "choir" and attach a check payable to "Horizon High School" or to "Paradise Valley U.S.D." (either will work)
3. Submit this form along with the check directly to the Horizon Bookstore to Mrs. Candy Stewart. She will issue you a receipt.
4. Make a copy of this receipt. Keep one for your tax records and bring the other to Mrs. Kouns or to the student treasurer in charge of tour payments. Put this copy in the envelope for tour payment that hangs on the wall in the choir room. DO NOT fill out the payment log when turning in tax credit receipts, just turn in the receipt, nothing else I needed.

-DO NOT turn tax credit in to Mrs. Kouns

-DO NOT make tax credit checks payable to "HHS Choir Club #614" or to "ACCENTS"

-DO NOT forget to turn in receipts to the choir office. If you pay by tax credit and do not turn in the receipt, we have no idea that you have paid and we will not know to credit your account

The following is a sample letter that you can use as a guideline for asking friends and relatives for financial assistance with your choir tour cost. My suggestion would be to make it personal to you and your situation, and then send it to as many people as you can think of. If I were you, I would also keep copies on hand to give to people you meet who may ask about your trip. You want to be sure to include a blank tax credit form in each letter you send to an AZ resident. You can pick them up at our bookstore at school or you can download them from the PVUSD web-site or the horizon choir web-site. If anyone pays with a tax credit, it is YOUR responsibility to turn in a copy of the receipt to the choir office saying that they've paid for you. This means that they must give you a copy of their receipt and then you must bring it to the choir room. I will not know that the money is applied to your tour cost until YOU hand me the receipt with your name on it. Remember, you can have this whole trip paid for with two \$400 tax credits!

Also, don't forget to write a personal thank you note to each family member or friend who donates money in your name. In fact, a better idea is to take a photo of you and some friends while on tour and then make copies of it. When you return, include a picture of your trip in a personal note describing some of your experiences. When people know you appreciate their help, they are more willing to give it again in the future. If you get on this right away, you could potentially have your entire trip paid for before school even starts! Good luck and if you need any more info or help, feel free to let me know. See you soon for our upcoming retreat on August 7th!