### General Instructions

Arizona Revised Statutes § 43-401(G) provides that an employee may request that his or her employer reduce his or her withholding in an amount equal to certain income tax credit(s) the employee will qualify for when filing his or her income tax return.

**Purpose of the Form**

This form is optional and provided as a courtesy by the Arizona Department of Revenue. The same result can be accomplished using your own form or a letter.

Employers use this form to report contributions made by their employees to qualifying organizations, school tuition organizations, and/or public schools (Entity).

**Please do not mail this form to the Arizona Department of Revenue.** Mail the completed form to the Entity listed in the box labeled “CHARITABLE ORGANIZATION, SCHOOL TUITION ORGANIZATION, OR PUBLIC SCHOOL.” Keep a copy of the completed form, and any attachments, for the employer’s records.

### Specific Instructions

Check the box to indicate the calendar quarter for which this form is completed.

**Employer Information**

Type or print the employer’s name, address, and date the payment was made in the spaces provided.

**Charitable Organization, School Tuition Organization, or Public School**

Type or print the Entity’s name and mailing address in the spaces provided.

Enter the payment amount enclosed. This should be the total amount of all employees’ contributions to the Entity.

**Employee Contributions**

Type or print the employee’s name, address, city, state, ZIP code, phone number, and the amount of contribution to the entity in the spaces provided. Total the amount of contributions made to the entity. Enter the result on the “Total” line.

If additional schedules are included, check the box indicating additional schedules are included. Enter the total from all additional schedules included on the line labeled “Total from additional schedules.”

Add the amounts on the “Total” line and the “Total from additional schedules” line. Enter the result on the “Total Contributions” line.

Sign and date the Form A1-QTC where indicated. Complete the information boxes below your signature, in case the Entity needs to contact you with any questions.

Mail the completed form to the Entity indicated in the box labeled “CHARITABLE ORGANIZATION, SCHOOL TUITION ORGANIZATION, OR PUBLIC SCHOOL.” Keep a copy of the completed form, and any attachments, for the employer’s records.