

## Instructions to fill out Form 10621:

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### ALL SUBMISSIONS AND QUESTIONS ARE SENT VIA EMAIL TO THE ADDRESSES BELOW.

Find fillable form at [azdor.gov/other-forms](https://azdor.gov/other-forms) - **10621** and click on “Public School Report”

- Report on a calendar year basis from 01/01/2023 through 12/31/2023.  
***Note** - the taxpayer is allowed the option to claim the tax credit in either tax year 2023 or 2024 for contributions made after 12/31/23 but on or before 04/15/24. However, schools will continue to report on a calendar year basis.*
- Fill out one form for each school.  
***Note** - a form must be submitted even if you did not receive any fees or contributions in 2023.*

### SEND FORM TO:

- District schools send to: **DistrictCreditReport@azdor.gov**
- Charter schools send to: **CharterCreditReport@azdor.gov**

| LINE | ENTER  | HELPFUL HINTS   |
|------|--|---|
| 1    | school site CTDS number                                    | Enter in the school site CTDS(County Code, Type Code, District Code & Site Number)  |
| 2 -6 | school site information                                    | Please use your full school name, do not use abbreviations  |
| 7    | total number of donors                                     | Count a donor one time even if the donation goes to multiple programs.  |
| 8    | total amount of fees and/or contributions received in 2023 | If you have carryover amounts or you did not spend all current contributions: your total contributions and total spending will not match this is ok. Do not include private donations in your totals.               |
| 9    | list amount spent by categories                            | The activity for your school might have a unique name, but list the amount spent that <u>best describes the program or item</u> from the 16 categories on the form.   |
| 10   | total spent for 2023                                       | Amount spent should be based on the activity, program or item categories not by the type of expenses made for these activities. All funds spent must be included in the 16 categories do not list as “undesignated” |

For more information go to:

[azdor.gov/tax-credits/public-school-tax-credit](https://azdor.gov/tax-credits/public-school-tax-credit)