



Loyola

HIGH SCHOOL

TAX RECEIPTS – IMPORTANT INFORMATION

Dear Parents,

Loyola issues tax receipts for a portion of the religious tuition offered by the students.

By default we will send the receipt to the name of the person listed on the invoice. If you and your spouse file your taxes together there is no need to change the name issued on the receipt.

If you and your spouse are separated or divorced or if your son's tuition is being paid by someone else such as a family member, please fill out the form below and return it to the attention of the Finance department before December 31 of the calendar year corresponding to the tax receipt otherwise the receipt will be issued using our default name and address.

Client number (see invoice):

Student Name (s): _____

Parent Name: _____

Please issue tax receipt to the following individual (all fields are mandatory):

Name: _____

Full address: _____

Phone Number: _____

Email (mandatory): _____

Signature: _____