

# Private K-12 Tuition Tax Deduction How to Claim the Deduction

## Instructions

Thank you for claiming the Private K-12 Tuition Tax Deduction! Not only can the deduction reduce your tax liability, it also can help your school.

WCRIS urges you to “use it or lose it.” Lawmakers have set aside state dollars each year to benefit private K-12 school tuition-payers through the deduction. However, if parents don’t “use it,” there’s a risk that they’ll “lose it” and lawmakers will allocate those funds to other causes.

Below are the steps to claiming the tax deduction. WCRIS recommends reading our FAQ and the instructions on the Schedule PS Form to help you fill out the form properly.

1. Ensure the school where your dependent child is enrolled meets the statutory definition of a private school. Browse recognized private schools here: <https://apps6.dpi.wi.gov/SchDirPublic/private-schools>.
2. Enter the Federal Employer ID Number (FEIN) for your school and your school’s name at the top of the current *Wisconsin Department of Revenue (DOR) Schedule PS Form*, which is included in this packet. Your school administrator can provide your school’s FEIN.
3. Write in each student’s information and amount paid in tuition. Please note: You can only enter up to \$4,000 of tuition paid for students in K-8 and up to \$10,000 per student in high school.

Don’t take a subtraction for amounts paid for private school tuition which were withdrawn from an Edvest or a Tomorrow’s Scholar college savings account. Please read WCRIS’ FAQ and the back of Schedule PS for a complete list of instructions and ineligible expenses.

4. Save supporting tuition payment documentation (receipts).
5. File the completed form along with your taxes or submit it to your tax professional.

Please note: The DOR releases a new Schedule PS Form for each tax year. You can locate it online with a simple Internet search, and WCRIS will always link to it on our website.

## Good To Know

Based on WCRIS’ research, some software and online tax filing programs don’t actively account for Wisconsin’s private school tuition tax deduction. Please seek out customer support if you’re not prompted to input your child’s private school tuition information for the deduction.

Further, WCRIS has also learned some accounting firms don’t proactively ask families if their children attend a private school to claim the deduction. Please still submit your completed form to your accountant, even if you’re not explicitly asked for it.