

## Printing Child Care Summary Report for Tax Purposes

One of the great features of FACTS Management is that you can print your Child Care Summary directly from your FACTS account.

Once you log in, you will see the Payment Plan & Billing page

Click on **View Details** (to the right)

This brings you to the **Activity Details** page

Click on the blue **View Payment Summary** button

Make sure to choose the year you need the summary for

This will give you the total fees you paid for the entire year

You can print the summary

### **Please note:**

IRS guidelines state that you may only report Child Care expenses (After School Care Fee and After School Care Registration fee)

The K-8<sup>th</sup> grade Enrollment Registration, Academic, and Tuition fees may not be reported.