

Printable Tax Summary

The Payment Summary shows the total paid for each of the accounts (i.e. Tuition, Day Care, etc.) for each student. The customer can select a year or a date range for the summary. It also includes the school's address and Federal Tax ID, if provided. While many expenses may not be applicable for tax deductions, some families keep record of the expenditures with their taxes.

Steps to printing the payment summary

1. On the home page, click **View Details**.
2. Click **View Payment Summary** on the details screen.
3. Ensure the correct **Calendar Year** or date range is selected.
4. Click **Print**.

1

View Details

Payment Plan & Billing

Test Customer #1002363651

For Test Student

Current Balance
\$1,400.00

Make a Payment

2

View Payment Summary

Activity Details

Test Customer
Customer Number: 1002363651

Term:
All

FACTS Payment Processing Policies

4

Payment Summary

i The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by Sample Institution during the selected time frame.

Customer: Test Customer

121 S 13th St, Suite 300
Lincoln, NE 68508
USA

Sample Institution

121 S. 13th Street
Lincoln, NE 68506
USA

Federal Tax ID: 12-1234567

20XX

3

Student: Test Student

Test Student - \$7,600.00		
Sample Term	Grade - 1st	\$7,600.00
ACCOUNT	TOTAL	
Books		\$200.00
Tuition		\$7,400.00