



# ACCESSING TUITION TAX STATEMENTS



## Printable Payment 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**.

### Hello Test

**Payment Plan & Billing**

Test Customer #1002363651  
For Test Student

Current Balance  
**\$1,400.00**

[Make a Payment](#)

1  
[View Details](#)

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### Activity Details

Test Customer  
Customer Number: 1002363651

[View Payment Summary](#)

2

### Payment Summary

4
Print

**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**

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**Student:** Test Student

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



### QUESTIONS ABOUT TUITION TAX STATEMENTS?



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