

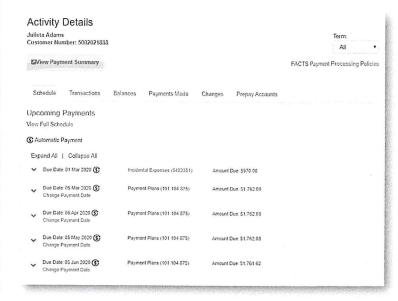
Instructions to obtain Year End Tuition information for tax prep purposes

Step 1: FACTS Customer will sign into FACTS at https://online.factsmgt.com

Step 2: Select View Details



Step 3: Select 'View Payment Summary



Page will open in another window or tab

Step 4: Select the year & then "Print"



Note: This report will show the total paid for each of the accounts (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). Parents can select a year or a date range for this summary. This will also include the Schools Federal Tax ID and address.

If your families have any questions, please have them call FACTS at 866-441-4637.