

# Printing Payment Summary for Taxes

1. On the home page, click **View Details**.

Hello Test



## Payment Plan & Billing

Test Customer #1002363651  
For Test Student

1

View Details

Current Balance  
**\$1,400.00**

**Make a Payment**

2. Click **View Payment Summary** on the details screen.

## Activity Details

Test Customer  
Customer Number: 1002363651

Term:

All

**View Payment Summary**

2

FACTS Payment Processing Policies

3. Ensure the correct **Calendar Year** or date range is selected.
4. Click **Print**.

## 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**

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

Please note the **Pre-K** Federal Tax ID is different than what will be on the report.

Pre-K Tax ID: 46-4389388

K-12 Tax ID: 41-1392954

If you have any questions please contact Keshia Shepherd, Student Account Manager, at [keshia.shepherd@mcamustangs.org](mailto:keshia.shepherd@mcamustangs.org) or 763-488-7928.