

Printing Payment Summary for Taxes

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

Hello Test

1

 **Payment Plan & Billing**
Test Customer #1002063651
For Test Student

Current Balance
\$1,400.00

Make a Payment

View Details

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

Activity Details

Test Customer
Customer Number: 1002063651

Term: All

View Payment Summary 2

FACTS Payment Processing Policies

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

4. Click **Print**.

4

Payment Summary

 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

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 or 763-488-7928.