

## **2017 Tuition Tax Information**

There will be no tax letters going home to school families; however, your 2017 tuition paid (for K-8 students) can be easily accessed through your FACTS Management account effective immediately. Please follow the instructions below. The school's federal tax ID is indicated on the form, which can be downloaded and printed for your records.

### **How to Access Your 2017 Tax Information for Tuition Paid**

1. Visit your FACTS account and click on "View Details" (next to Payment Plan & Billing);
2. Under "Activity Details," click on the "Payments" tab;
3. On the right side of the screen, click on "View Printable Payment Summary";
4. Select the year you want to show for tuition paid;
5. On the right side of the screen or at the bottom of the page, click on the "Print" link to print your summary.

This tax report shows all tuition and incidental expenses (e.g., extended care) paid in 2017 for the 2016-17 and 2017-18 school years. The enrollment fee for the 2018-19 school year is being paid in January 2018, so this \$50.00 fee will count toward the 2018 tax season. If you have any questions, please contact the school office.