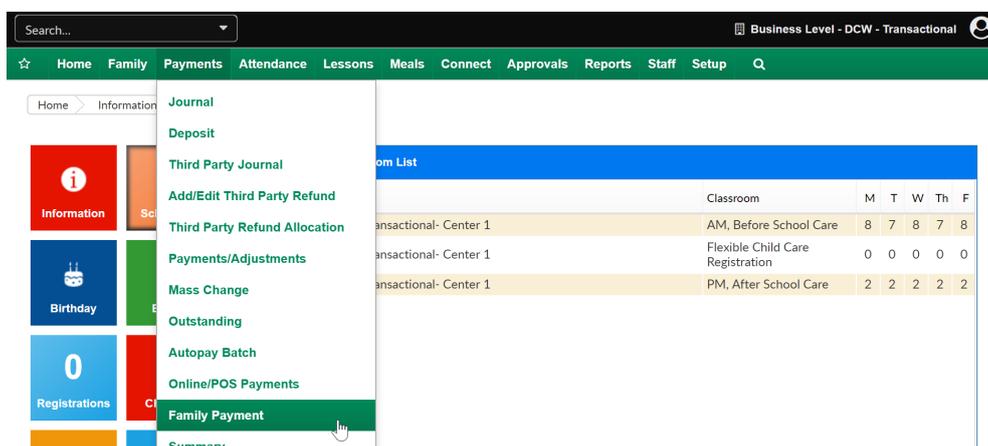


# Payments > Family Payment

Last Modified on 03/30/2018 8:37 am EDT

The Payments > Family Payment screen allows users to pull different versions of year-end tax statements. This is most useful if a site will be printing off and mailing or distributing tax statements.

- If a site would like to email a copy of a family's year-end statement, the email can be sent from the [Connect > Communication](#) option (be sure to select the option to include the year-end tax statement before sending the email).
- [Parents can self-service from the parent portal](#) .



On the Family Payment screen, select the Search Criteria button to enter detail for the families that should display- then press View.

- Center- **REQUIRED** this can only be processed for one center at a time
- Category
- Classroom
- Year- year the payment was received in
- Include Email Delivery- if statements should be emailed out to families
- Include All Families with Payments in Year- will allow inactive families with payments to display in batch

Payments > Year End Family Payment

Showing results for:  
 Year: 2017 Include Email Delivery: Yes Include All Families with Payments in Year: Yes Search Criteria

**Search Criteria** Q

Center:

Category:  Classroom:

Year:  Include Email Delivery:  Include All Families with Payments in Year:

View

**Year End Family Payment List**

Once results display in the Year End Family Payment List, select the Actions menu to pull PDF or Excel copies of the statements.

Payments > Year End Family Payment

Showing results for:  
 Center: DCW Transactional- Center 1 Year: 2017 Include Email Delivery: No Include All Families with Payments in Year: Yes Search Criteria

**Actions**

- Basic Year End
- Detail Year End
- Tax Statement - PDF
- Tax Statement - Excel
- Multi-Payer Tax Statement - PDF

**Year End Family Payment List**

Family Name	Center
Brave Family	DCW Transactional- Center 1
Doolittle Family	DCW Transactional- Center 1
Frozen Family	DCW Transactional- Center 1

- Basic Year End- no detail, just an amount paid in the upper right corner



McTest Family  
 Family Id: 101664  
 Address 1  
 Test City, MI 12345

Year End Tax Statement: 2017

Amt Paid: 100.00

TAX ID: 123456789

Central Falls \* 151 Hunt Street \* Central Falls MI 02863

Family Name: McTest Family  
 Children Name: Test McTest  
 testing McTest

- Detail Year End- specific payment detail by family-



McTest Family  
 Family Id: 101664  
 Address 1  
 Test City, MI 12345

Year End Tax Statement: 2017

Amt Paid: 100.00

TAX ID: 123456789

Central Falls \* 151 Hunt Street \* Central Falls MI 02863

Family Name: McTest Family  
 Children Name: Test McTest  
 testing McTest

Date	UserName	Description	Amount
03/10/2017	ccarlme2	Cash Payment -	\$ 100.00
		Total	\$ 100.00

- Tax Statement- PDF- displays a breakdown of charges and payments-



Central Falls  
151 Hunt Street  
Central Falls MI 02863  
248-458-9987  
Tax ID: 123456789

---

McTest Family  
Family ID: 101664  
, --

Charges:	Total Tuition:	0.00
	Total Discounts:	0.00
	Total Fees and Other Charges:	100.00
<b>Total Charges for 2017:</b>		<b>100.00</b>
Payments:	Total Payments for contact, test:	0.00
	Total Payments for test test:	0.00
	Total Payments for remainder:	16.90
	Total Bad Debt Recovery:	0.00
	Total Bad Debt:	0.00
<b>Total Payments for 2017:</b>		<b>16.90</b>

- Tax Statement- Excel-displays a breakdown of charges and payments-

	A	B	C	D	E	F	G	H	I	J	K	L
1	Tax Statement for 2017											
2	Central Falls											
3	151 Hunt Street											
4	Central Falls, MI 02863											
5	248-458-9987											
6	Tax ID: 123456789											
7												
8	Family Name:	McTest Family										
9	Family ID:	101664										
10	Address:	, --										
11												
12	Charges:	Total Tuition:	0.00									
13		Total Discounts:	0.00									
14		Total Fees and Other Charges:	100.00									
15												
16	<b>Total Charges for 2017:</b>		<b>100.00</b>									
17												
18	Payments:	Total Payments for contact, test:	0.00									
19		Total Payments for test test:	0.00									
20		Total Payments for remainder:	16.90									
21		Total Bad Debt Recovery:	0.00									
22		Total Bad Debt:	0.00									
23												
24	<b>Total Payments for 2017:</b>		<b>16.90</b>									
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- Multi-Payer Tax Statement- PDF- a basic statement broken down by payer for split families



DCW Demo  
45 Industrial Road  
Suite 100  
Cumberland MI 02864  
TAX ID: 123456789

The payments listed below are representative of what we, Central Falls, have credited to your child's account. It is your responsibility to insure that actual amount of tuition payments are reported, following the IRS guidelines, when filing your state and federal income taxes.

Center Name:	Central Falls		
Address:	151 Hunt Street, Central Falls MI 02863		
Phone:	248-458-9987		
Period:	1/1/2017 - 12/31/2017		

Payment Type	Comments	Period	Payee	Amount
Payee: Adams, David		Children: Billy Adams Jillian Adams Mary Adam Randy Adams Rob Adams Sara Adams Theo Adams		Total Amount: \$ 369.00
Cash Payment		11/28/2017	Adams, David	\$ 369.00
			Total Payments:	\$ 369.00