

HOW TO PRINT TAX DEDUCTION INFORMATION

Step 1: Sign in at <http://online.factsmgt.com>

Step 2: Select "View Details"

Hello Test

Payment Plan & Billing
Test Customer #1002363651
For Test Student

Current Balance
\$1,400.00

Make a Payment

1 View Details

Step 3: Select "View Payment Summary"

Activity Details

Test Customer
Customer Number: 1002363651

Term: All

2 View Payment Summary

FACTS Payment Processing Policies

****Page will open in another window or tab****

Step 4: Select a year and then select "Print"

Payment Summary

4 Print

3 20XX

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

Student: Test Student

Test Student - \$7,600.00

Sample Term	Grade - 1st	\$7,600.00
ACCOUNT		TOTAL
Books		\$200.00
Tuition		\$7,400.00

CCS Tax ID = 39-2018917

If you have questions, please contact a FACTS Customer Care Representative at 866-441-4637