



corvallis
MONTESSORI
school

How to Access Your Childcare Tuition Summary and Tax Statement

One of the many great features of your FACTS account is that you can generate a statement for a specific range via your online account. This statement includes your child's name and relevant school provider information including our tax ID number and address. In order to prepare a statement, log into your Family FACTS account, and please follow the instructions below:

The school district code is CMS-OR

- Select **Financial** from the drop down menu located in the upper left hand corner of the screen
- Go to Financial links in the box on the right side of the screen and click the **Financial Home** link.
- Click on the link **View Details**.
- Select **View Payment Summary**
- You have the option for printing the payment summary for an entire tax year or for a specific date range (which will let you choose a start and end date).
- The print icon is located in the upper right hand corner of the screen.

If this statement does not include all the information you require, please email our Admissions and Billing Manager, Lynne Brown, with any additional information you will need in a statement at lynne@corvallismontessori.org