

## PRINTING YOUR CHILD CARE TAX STATEMENTS

Tax Statements are ready to print every January of the new year and may be accessed while reviewing your account online. The statements reflect line items for payments made on the account and include the name of the payer. When logged into your account at: <https://hopkins.ce.feepay.com>, use the **Download Tax Information** button to access a printable copy of your report. The Dowload button is visible until April. After that, you can access previous statements by selecting the *Manage Account* option then Download Tax Statement from the list of choices.

1. Log into your FeePay Community Education account.
2. While viewing the Dashboard, select the tab for the program for which you wish to print a Tax Statement.
3. Select the **Download Tax Statement** button.
4. To return to the Dashboard or the *Manage Account* tabs, select the *Your Profile* at the bottom of the page.

**Download Tax Information**

### Kid Time - Demonstration - Robin Account #19

**Latest Invoice** Pay View

**Past Due** 🔔  
Due: **January 2, 2014**  
**Amount Owed: \$672.00**

[Make a Payment](#)

**Auto Payments** ON

Visa ending in \*\*\*\*1111  
Expires: 12/2013

**Recent Activity** View All Activity

01/23/2014	Credit Card Visa (1111) online Payment deferred until 02/04/2014	(\$50.00)
01/02/2014	Credit Card Visa (1111) Payment	(\$160.00)
12/26/2013	Invoice #87; Dec 02 - Dec 30	\$832.00
12/18/2013	Credit Card Visa (1111) online Payment deferred until 12/01/2013	(\$50.00)
12/03/2013	Credit Card Visa (1111) online Payment	(\$30.00)
10/08/2013	Credit Card Visa (1111) online Payment	(\$100.00)
10/08/2013	Credit Card Visa (1111) online Payment	(\$40.00)
09/09/2013	Credit Card Visa (1111) online Payment	(\$1000.00)
09/06/2013	Credit Card Visa (1111) online Payment	(\$40.00)
08/26/2013	Invoice #39; Aug 01 - Aug 31	\$1235.00

**Current and Upcoming Contracts** Register a new contract Register for Drop-in Days Register for Non-School Days

**Riley Mattaini**

Central Community Elementary	Mon, Tue, Thu, Fri Before School	ends: May 30, 2014	<span>Actions</span>
LE Lincoln Community Elementary	Pick Your Days Before School Pick Your Days After School	Schedule Change Pending Acceptance	<span>Actions</span>

*Account detail view on Dashboard*