

HOW TO PRINT TAX DEDUCTION INFORMATION

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

Step 2: Select "View Details"

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Payment Plan & Billing
Test Customer #1002363651
For Test Student

Current Balance
\$1,400.00

Make a Payment

[View Details](#)

Step 3: Select "View Payment Summary"

Activity Details

Test Customer
Customer Number: 1002363651

Term:

[View Payment Summary](#) ← 2

[FACTS Payment Processing Policies](#)

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

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

4 [Print](#)

Payment Summary

i The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by Sample Institution during the selected time frame.

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

20XX 3

Student: Test Student

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

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