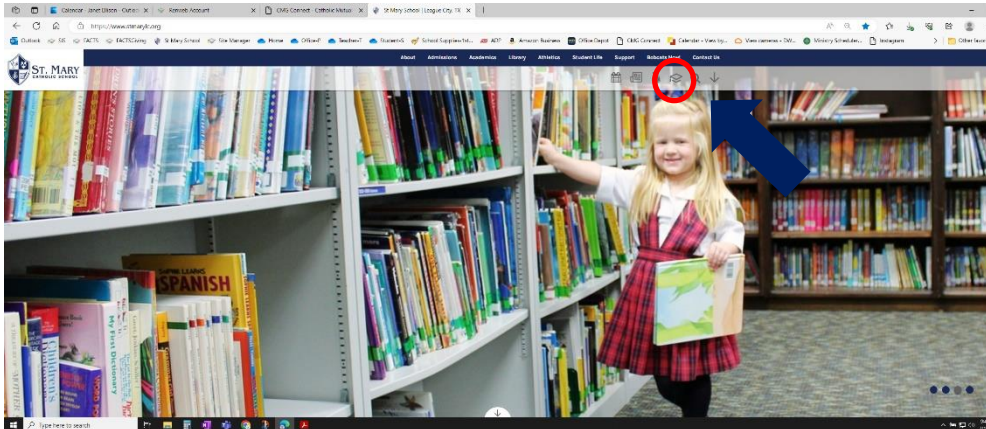
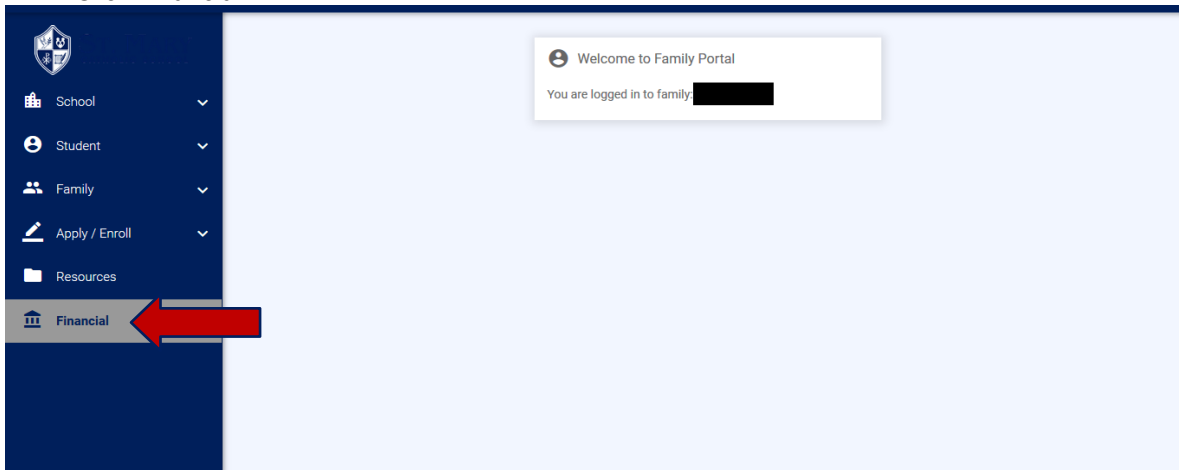


# Tax Documentation from FACTS

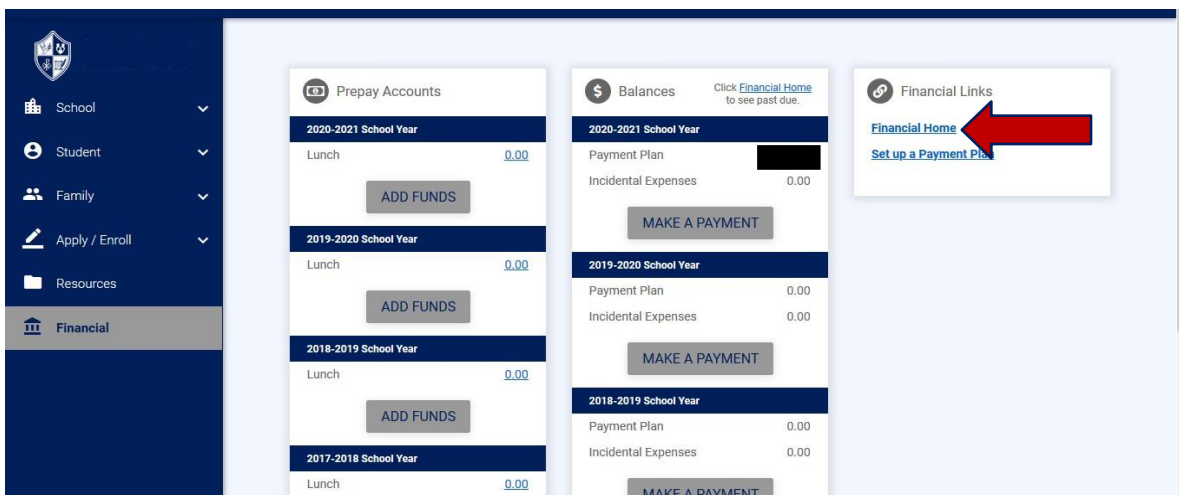
1. Log in to your Family Portal account
  - a. Go to [stmarylc.org](http://stmarylc.org)
  - b. Click the **FACTS** Icon



2. Click Financial



3. Click Financial Home



#### 4. Click View Details

The screenshot shows the FACTS user interface. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. Below this, a 'Hello [redacted]' message is displayed. The main content area is divided into two sections: 'Payment Plan & Billing' and 'Prepay Accounts'. The 'Payment Plan & Billing' section shows a 'Current Balance' and a 'Make a Payment' button. Below this, there are two rows for '2020-2021 SCHOOL YEAR' and '2019-2020 SCHOOL YEAR', each with a 'Payment Plan' and an 'AMOUNT DUE' of '\$0.00'. The 'Prepay Accounts' section has a 'View Details' link, which is highlighted by a red arrow. To the right of the 'Prepay Accounts' section, there are several links: 'Two e-mail addresses on file', 'Register to receive text services on your mobile phone.', and 'an Authorized Party on your account'.

#### 5. Click View Payment Summary

The screenshot shows the 'Activity Details' section of the FACTS user interface. At the top, there is a 'Back to Home' link. Below this, the 'Activity Details' section is displayed. It includes a 'Customer Number' field and a 'Term' dropdown menu set to 'All'. A red arrow points to the 'View Payment Summary' link. Below this, there are several tabs: 'Schedule', 'Transactions', 'Balances', 'Payments Made', 'Changes', and 'Prepay Accounts'. The 'Schedule' tab is selected. Under the 'Schedule' tab, there is a section for 'Upcoming Payments' with a 'View Full Schedule' link. Below this, there is a table of upcoming payments. The table has columns for 'Due Date', 'Payment Plans', and 'Amount Due'. The table lists four payments: 'Due Date: 06 Jul 2020', 'Due Date: 05 Aug 2020', 'Due Date: 08 Sep 2020', and 'Due Date: 05 Oct 2020'. Each row shows 'Payment Plans' and 'Amount Due'.

Due Date	Payment Plans	Amount Due
Due Date: 06 Jul 2020	Payment Plans	Amount Due
Due Date: 05 Aug 2020	Payment Plans	Amount Due
Due Date: 08 Sep 2020	Payment Plans	Amount Due
Due Date: 05 Oct 2020	Payment Plans	Amount Due

6. Click the year drop down box and choose the tax year you would like to print out.

### Payment Summary

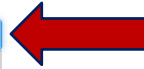
Print

**i** The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by St Mary Catholic School-League City during the selected time frame.

Customer: [REDACTED]  
[REDACTED]  
USA

St Mary Catholic School-League City  
1612 E Walker Street  
League City, TX 77573  
USA  
Federal Tax ID: 76-0624316

2019  
2020  
2019  
2018  
2017  
Date Range



School Year	
ACCOUNT	TOTAL
Field Trips	\$10.00
Lunchable	\$2.00
May Crowning Flowers	\$1.00

2018-2019 School Year	
ACCOUNT	TOTAL
Field Trips	\$10.00
May Crowning Flowers	\$1.00
Tuition	\$1,080.00

7. You will see a breakdown of charges for the year chosen. Click Print.

### Payment Summary

Print



**i** The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by St Mary Catholic School-League City during the selected time frame.

Customer: [REDACTED]  
[REDACTED]  
USA

St Mary Catholic School-League City  
1612 E Walker Street  
League City, TX 77573  
USA  
Federal Tax ID: 76-0624316

2019

Students [REDACTED]

2018-2019 School Year	
ACCOUNT	TOTAL
Field Trips	\$10.00
Lunchable	\$2.00
May Crowning Flowers	\$1.00

2018-2019 School Year	
ACCOUNT	TOTAL
Field Trips	\$10.00
May Crowning Flowers	\$1.00
Tuition	\$1,080.00

8. On this printout you will also have the St. Mary Catholic School Federal Tax ID#.