Year End Tax Statements

At the beginning of the year, you will likely have parents requesting some form of year-end tax information regarding their account with your school. If you go to **Reports > All Reports > Statements-Print** or **Statements-Email**, you can use Jackrabbit's Statement feature to produce a tax receipt for this request. Based on preference, you can print or email ALL families or specific families individually.

QUICK tip! Your database may have a saved FAVORITE for this already (20XX Year End Statement). Change the dates to reflect the year you need and run it to see what you think. Alternative options are described below.

Example of a Request for Year-End Tax Statement

A parent requests tax documentation for all fees she has paid for the 2016 year.

1. Select who is getting the statement -*Family/Account Search Criteria.*
   - Change all fields to blank if sending statements for all active and inactive families with transactions in the past calendar year.
   - Use *Select Single Family Account* if sending to just one requesting family.

2. Select which transactions to include -*Transaction Search.*
   - Transaction Date From 1/1/tax year Through 12/31/tax year
   - Select Transaction Type of *Payment*
   - *Note: This does not consider non-exempt fees and will only list payments received in the calendar year chosen, even if they were applied to charges in a different calendar year. Example: this can occur when an account has an overpayment or credit that gets applied to next year's fees.*

3. Decide how the transactions should look -*Format Options – Family and Transaction Information*
   - Show Transactions Notes and Show Details

- *Yes* (lists each transaction individually along with notes and the name of the Tuition Rate) **OR**
- *No* (lists just the payment totals for the year)
- Show Student's Name and Birthday = *Name and Birthdate* (email) or *Yes* (print)

4. Add descriptive information – *Format Options – Statement Logo, Return Address, Header & Footer*
    - In the Statement Header field, add text explaining what the receipt is for (i.e. 2016 Tax Receipt)
    - Show Statement Description – we suggest you set this to *Yes*. It will help further explain what is being included in this statement.
    - For the Statement Footer field, list your school's *Tax ID* or *EIN (Employee Identification Number)*.

These statements includes payments made for ALL fees. If you have fees that are not allowable for taxes, please make sure your parents are aware!

Additional Recommended Setting for Emailed Statements

In the **Statements** section of **Tools > Edit Settings**, set *Include Link to Parent Portal* to **Yes** to give parents another quick way to log in to their account. This is another area where you can customize your *Statement Header, Statement Footer,* and other viewing options.

Statement showing payments only and no detail:

STATEMENT

From:
 Bunny Academy
 123 Bunny Ln
 Your Town, US 12345
 www.jackrabbitcare.com
 (704) 555-6677

For:
 Bunny Rabbit
 5678 Main St
 ,

Students:
 Jessica Rabbit (01/02/13)

Click here to access your account.   ←   Add link automatically in Edit Settings > Statements

2016 Year End Statement   **HEADER**

Account Summary
| Total Payments | -125.00 |

Transaction Summary January 01, 2016 - December 31, 2016   **STATEMENT DESCRIPTION**

Tax ID: #1234567 "Bunny Academy"   **FOOTER**

Statement showing fees and payments, with detail:

STATEMENT

From:
Bunny Academy
123 Bunny Ln
Your Town, US   12345
www.jackrabbitcare.com
(704) 555-6677

For:
Bunny Rabbit
5678 Main St
,

Students:
Jessica Rabbit (01/02/13)

Click here to access your account.

Add link automatically in Edit Settings > Statements

2016 Year End Statement   **HEADER**

Account Summary

Previous Balance as of January 01, 2016	0.00
Fees	125.00
Payments/Credits	- 125.00
Balance as of December 31, 2016	0.00

Transaction Summary January 01, 2016 - December 31, 2016   **STATEMENT DESCRIPTION**

Date	Type	Payment Method	Student	Orig Amt	Discount	Amount	Balance
01/01/16	Previous Balance						0.00
09/08/16	Tuition Fee	Cash	Jessica Rabbit	62.50	12.50	50.00	50.00
09/08/16	Tuition Fee	Credit Card	Jessica Rabbit	75.00		75.00	125.00
09/08/16	Payment	Credit Card				-75.00	50.00
09/08/16	Payment	Cash				-50.00	.00

DETAILS OF EACH FEE AND PAYMENT

Tax ID: #1234567 "Bunny Academy"   **FOOTER**

QUICK tip! Once you have selected the criteria for the tax receipts, click on Save Favorites to save as a template for next year! All you will have to do is load the favorite and change the year in the date range.

Parent Portal Access

If you choose to send the statements via email, the parent has access to that email message via their Parent Portal for 365 days, even if the parent did not receive the email to their email address. When the parent logs in to the portal, they will immediately see all recent communications (emails, registrations, texts, or public/private messages sent). Also, the parent can go to the My Account tab - there are buttons to view Online Registrations, Text Messages (if your school uses texting through Jackrabbit) and Emails.

If a family requests a statement but you have sent them to the **Lead File**, simply find the family record in the Lead File and click on Restore Family. From there, you can follow the instructions above.