

Tax Statements

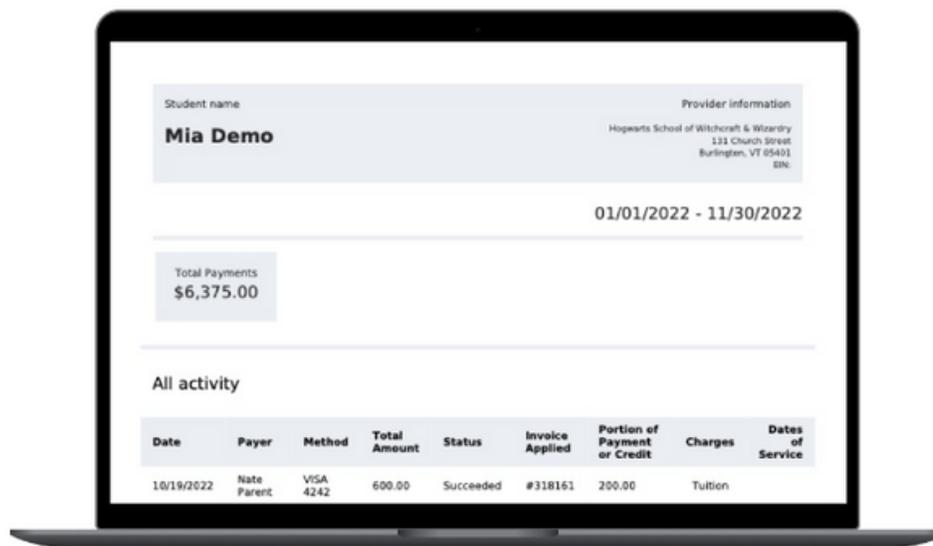


Brightwheel allows parents/guardians to generate tax reports with just a few clicks. Read on to find out how to print your tax statement.

If you have multiple children, repeat these steps for each child and then sum the total payments amount together for the full amount you paid in the given year!

1. Navigate to the Payments tab on the web
2. Make sure to do this on a computer and not from a mobile device!
3. Confirm you are on the Accounts tab and select your student's name (if there are multiple) to open their account
4. Scroll down until you see the Posted Transactions table or the Payments & Credits tab
5. Click to open the Payments & Credits tab
6. In 'Transaction type' X out the word *credit*, to limit your report to payments only.
7. Click the Export button
8. Select the relevant date range (01/01/2022-12/31/2022)
9. Click Export, and a summary will be sent to your email address
10. Click Download in the displayed pop-up to download the report immediately as a PDF
11. Use the Total Payments tile at the top of the exported report to determine the payments made in the selected date range

Please Note: If you use your phone number to log into brightwheel, please wait for the download to appear before navigating away from the page or refreshing. If you have an email associated with your account, the export will download immediately, and a copy will also be sent to your inbox within a few minutes.



To Watch step-by-step directions, or for any questions please copy this link for assistance.

<https://help.mybrightwheel.com/en/articles/3673759-tax-season-reporting-student-transaction-summary-for-payers>