

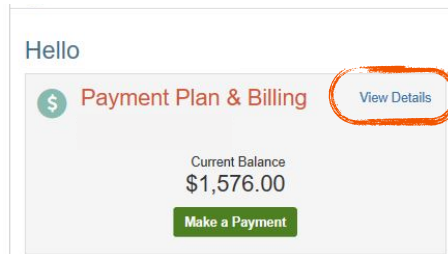
## Instructions for the FACTS Printable Tax Summary Feature

### STEP 1

Log in to your FACTS account at: [online.factsmgt.com](https://online.factsmgt.com)

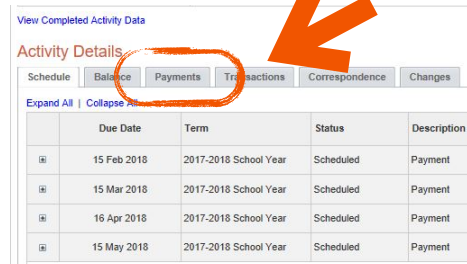
### STEP 2

Select 'View Details'



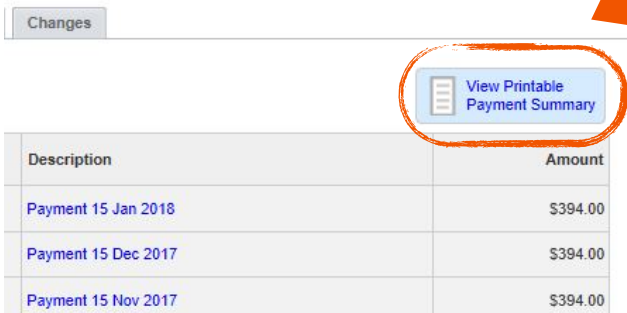
### STEP 3

Select 'Payments' Tab



### STEP 4

Select 'View Printable Payment Summary' Icon



### STEP 5

Select the year or date range and print

