

# Downloading Child Care Tax Statements

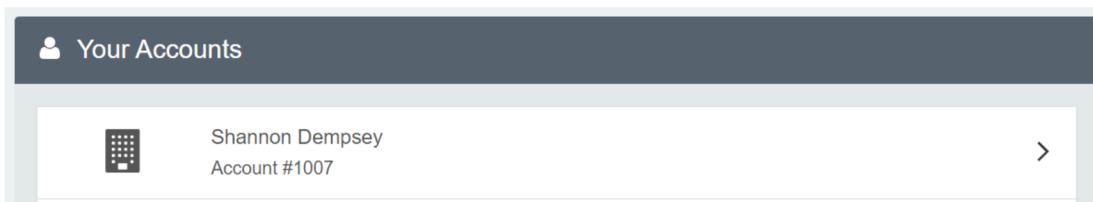
This quick reference will walk you through how to access your tax statement for Child Care payments. Tax Statements for the previous calendar year are ready to download every January and may be accessed while reviewing your account online. The statements reflect line items for payments made on the account and include the name of the payer, dates and amounts of the payments plus the Federal Tax ID number for the Program.

If you have multiple child care accounts, you must complete the steps above for each account. All payments on the tax statements are categorized by the payer. Receipts and invoices can be downloaded from the "Your History" section online. Receipts are only visible to the person that made the specific payment (not by all account owners). If you have any questions on your tax statement, contact your district or organization staff directly for assistance.

1. Log into your Eleyo account with your email address and password by selecting the *Sign In* button.



2. While viewing the Dashboard, select the Child Care account for which you wish to print a Tax Statement.



3. Select the Download Tax Statement button.

