

Parent & Payers Self-Serve Tax Info

To gather the necessary information needed for tax reporting from your program, follow the steps outlined below on the web!

Access tax information on the billing platform as a parent:

1. Log in to your account on the web from a computer
2. Navigate to the **Payments** tab
3. Confirm the **Accounts** tab is open
4. Click on a child's name
5. Locate and click to open the **Payments & Credits** tab
6. Click the **Export** button
7. Select the relevant date range
8. Click **Export**, and a summary will be sent to your email address
9. Click **Download** in the displayed pop-up to download the report immediately as a PDF
10. Use the **Total Payments** tile at the top of the exported report to determine the payments made in the selected date range

If you have multiple children, repeat these steps for each child.

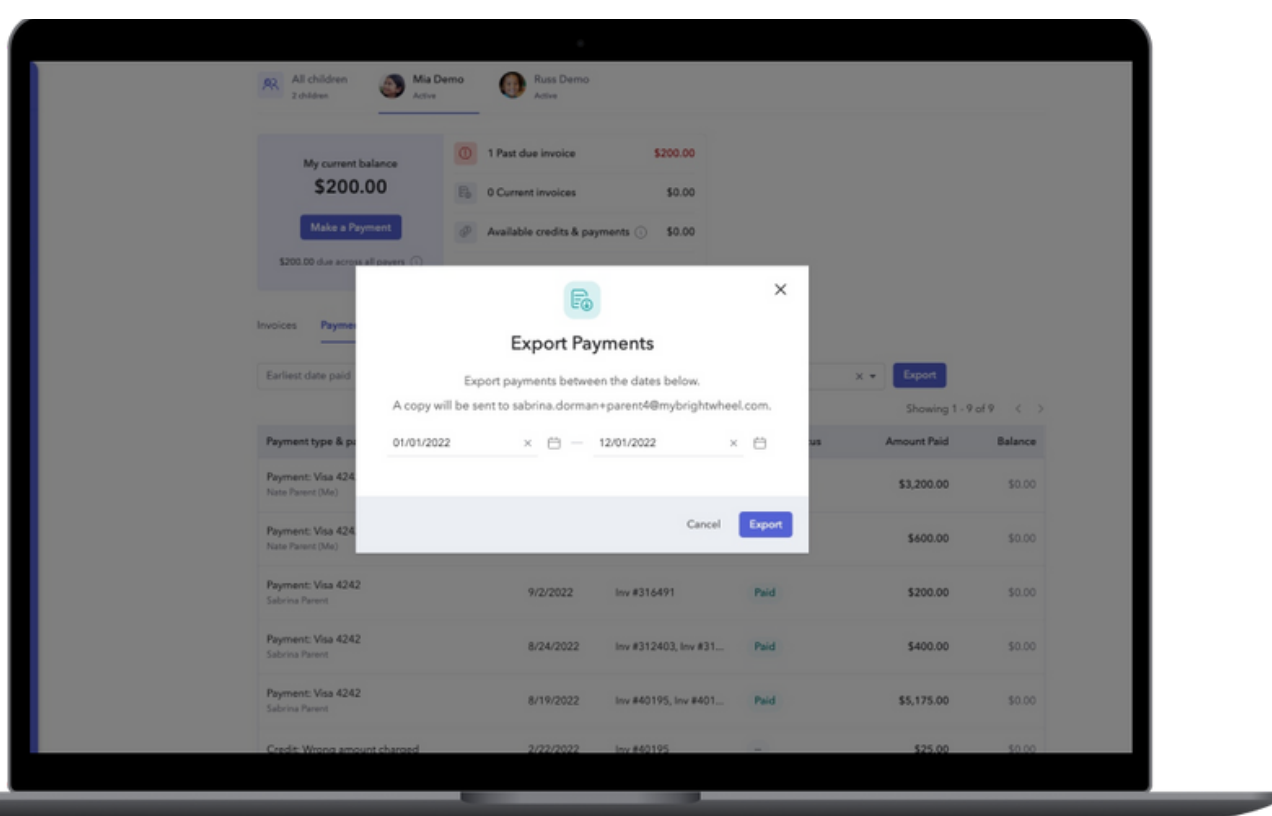
Frequently Asked Questions

My total amounts of payments and/or charges look wrong. Who can help me?

These totals are based on transactions that have been recorded through brightwheel. If the totals don't look correct, please work with an administrator at your program to identify and correct any discrepancies.

I paid a previous program through brightwheel but I don't have access to that profile anymore. Who can help me?

Please contact an administrator at your previous program and ask to be re-added to the student's profile. Once this is complete, you'll be able to pull reports and gather the necessary information.



If you have any additional questions on how to access your tax information in your brightwheel account, please reach out to help@mybrightwheel.com.