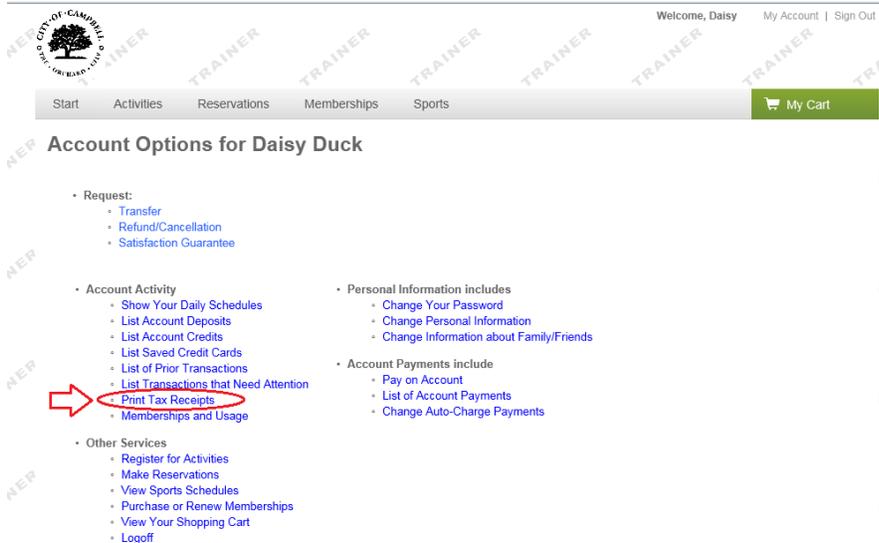


Tax Receipt

Customers have access through their online account to a Tax Receipt showing every qualifying activity that they have paid for during a given calendar year.

How a customer can access the Tax Receipt online:

1. Sign on to <https://apm.activecommunities.com/campbellrecreation/Home>
2. Under “My Account” and “Account Options for [Customer Name]”, click “Print Tax Receipts”.



3. The default “Tax Year” is the previous calendar year. Under the “**Selected Family Members**” by default the *account holder* will be selected, which in most cases will be correct. However, to ensure you are getting the results you want, it is important to note that you need to select the *payer* of the activities (not the participant). If the account holder is not always the payer (maybe a spouse pays), you will need to click on that person’s name and click the “>>” button to have his/her name also show under “**Selected Family Members**”.

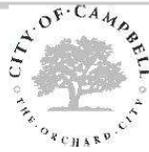


4. Click “Run Report”

5. The report is a .pdf file and will have the City of Campbell's information at the top, including the Tax ID (FEIN).

Internet Only
 1 West Campbell Ave. #C-31

Campbell CA 95008
 Tel: (408) 866-2105



FEIN: 94-6003-997

For the year: 2014

Received From:

Duck, Daisy
 123 Main St.
 Campbell, CA 95008

		Fee paid in		Eligible
		Year	Amount	
		2014		
Duck, Hewey	DOB: Oct 20, 2009			
Pre-school: Kinder Kids				
Duration From: Sep 9, 2013	To: May 28, 2014			
		Jan 6, 2014	Credit Card (*)	\$220.00 \$220.00
			Total:	\$220.00 \$220.00
Pre-school: Kinder Kids				
Duration From: Sep 9, 2013	To: May 28, 2014			
		Feb 3, 2014	Credit Card (*)	\$220.00 \$220.00
			Total:	\$220.00 \$220.00
Pre-school: Kinder Kids				
Duration From: Sep 9, 2013	To: May 28, 2014			
		Mar 3, 2014	Credit Card (*)	\$220.00 \$220.00
			Total:	\$220.00 \$220.00
Pre-school: Enrollment Fee: Kindergarten Prep				
Duration From: Sep 8, 2014	To: May 28, 2015			
		Mar 3, 2014	Credit Card (*)	\$100.00 \$100.00
			Total:	\$100.00 \$100.00