brightwheel

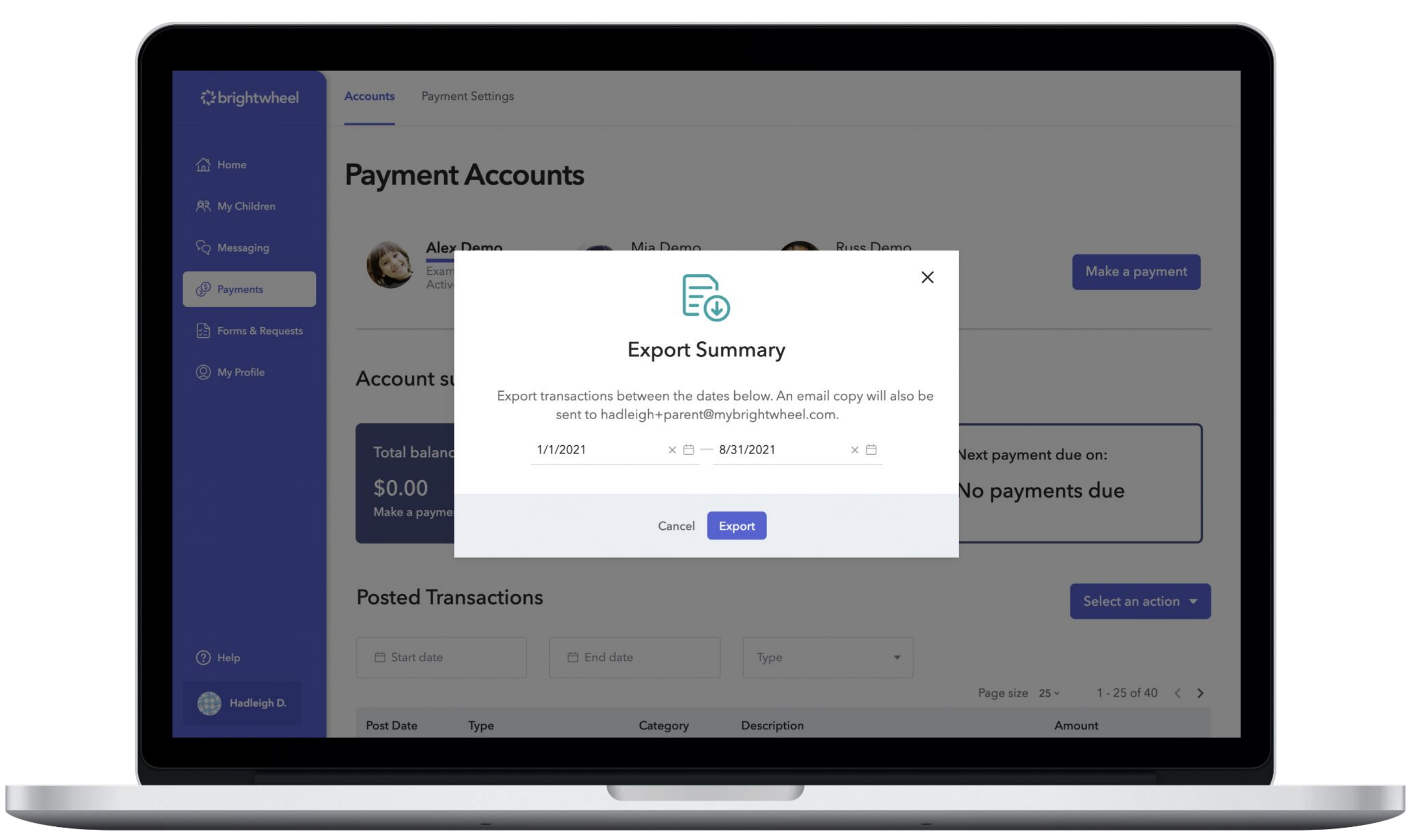
Parent Self-Serve Tax Info

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. Navigate to the **Payments** tab
2. Click on **Accounts**, and select your student's name to open their account
3. Scroll down to the **Posted Transactions** table
4. Click the purple **Select an action** menu, and select **Export Summary**
5. Use the date picker to determine the **Start** and **End** Dates
6. Click **Export**

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 *help@mybrightwheel.com*