

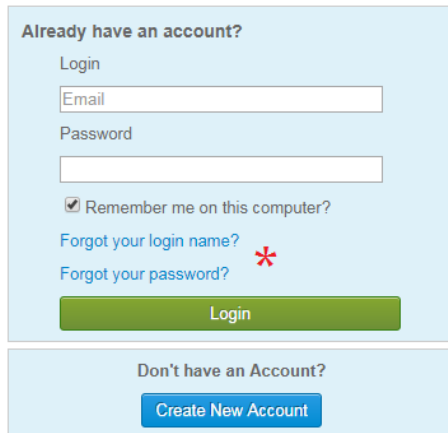
# Steps for accessing Tax Receipts

**Federal Tax ID # 35-6000964**

Thank you for choosing Brownsburg Parks as a childcare provider. Your tax receipt will illustrate the total amount paid for childcare services provided by Brownsburg Parks that could potentially be claimed on your taxes. Our recreation software allows you to pull your tax receipt at any time. These statements will not be sent in the mail. Please follow the steps below to access your annual tax receipt.

If you believe there is a discrepancy regarding your family's statement, please contact the Brownsburg Parks office at (317) 858-4172 during business hours, 8:00 am -4:00 pm, Monday-Friday, and we will be happy to assist you.

1. Use your email address and password to login to your Active Net account.  
<https://apm.activecommunities.com/brownsburgparks>



Already have an account?

Login

Email

Password

Remember me on this computer?

[Forgot your login name?](#) \*

[Forgot your password?](#) \*

Don't have an Account?

**\* Did you lose track of the login information for your family's account? Use these handy links to recover your login name and reset your password.**

2. Navigate to the "My Account" page



### 3. Under Account Options select "Print Tax Receipts"



## Account Options

- **Account Activity**
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Deposits
  - List Account Credits
  - List of Prior Transactions
  - List Transactions that Need Attention
  - List Scholarships
  - Print Confirmation Card for Current Registrations
  - **Print Tax Receipts**
  - Print Waivers
  - List Saved Credit Cards
  - Memberships and Usage
- **Account Settings**
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends
- **Payment Details**
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details
  - Change Auto-Charge Payments
  - Change Secondary Payment Information
- **Online Services**
  - Register for Activities
  - Make Reservations
  - Purchase or Renew Memberships
  - View Your Shopping Cart
  - Logoff

4. Select the year from the drop-down menu for Tax Year. Next, **select all family member names** and move them to the second column using the arrow buttons. Click **'Run Report'** to generate and download your household's annual tax receipt.



## Print Tax Receipts

Search Criteria

Select the tax year and one or more account member for which to print tax receipts

Tax Year: 2017

Available Family Members: Child #1, Child #2

Selected Family Members: Parent/Guardian #1, Parent/Guardian #2

>> <<

Run Report

**NOTE:**  
Tax receipts prior to 2017 are not available online.

**Thank you for choosing Brownsburg Parks for your childcare needs!**