

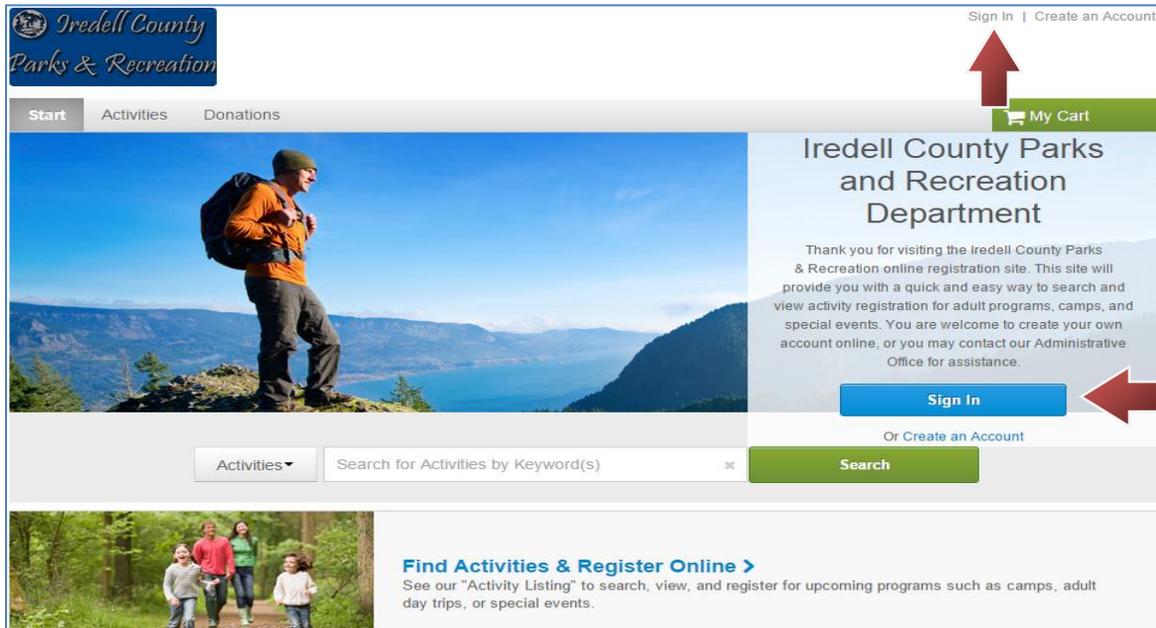
Guide for Acquiring Tax Receipts

You have two options to get your tax statement/receipt summary.

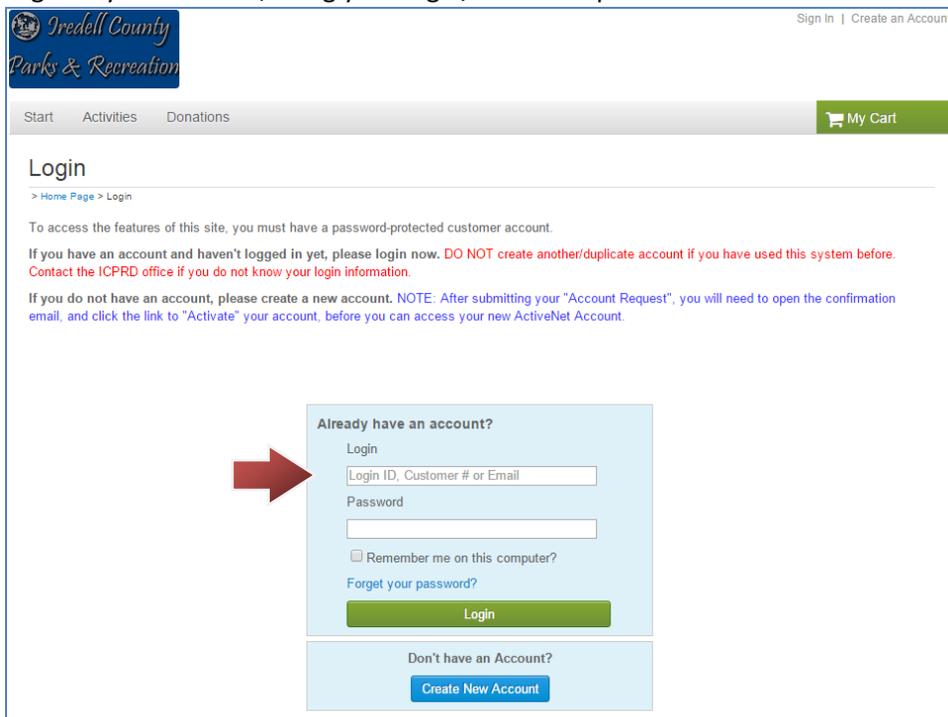
- 1- Get it through your online account with our registration system. The benefit to this is you have access to it 24/7.
- 2- Contact the Parks and Recreation Office to have your statement created and emailed or mailed to you. We will not be automatically sending tax receipts out since customers now have online access to it at any time. We will only send out statements upon request.

This guide is meant to assist with those who want to do option 1. Please follow the steps below.

- 1- Go to our online registration page at <https://apm.activecommunities.com/IredellParksRec>
- 2- Access the login screen by clicking on the "Sign In" link in the top right corner or center page (see red arrows).



- 3- Login to your account, using your login/email and password.



- 4- If not taken directly to your “Account Options” screen, click on “My Account” in the top right corner.
- 5- Click on the “Print Tax Receipts” link, under “Account Activity” on the “Account Options” page.

Account Options for (Name Here)

- Account Activity
 - Show Your Daily Schedules
 - List Account Deposits
 - List Account Credits
 - List of Prior Transactions/Receipts
 - List Transactions that Need Attention/Attachments
 - Print Confirmation Card for Current Registrations
 - Print Tax Receipts
 - Show and Manage your Wish List
 - Print Waivers
- Personal Information includes
 - Change Your Password
 - Change Account Address or Personal Information
 - Change Question Answers
 - Change Information about Family/Friends
- Account Payments include
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Other Services
 - Register for Activities
 - View Your Shopping Cart
 - View Coupons
 - Logoff

- 6- Select the “Tax Year” in the drop down box. **The previous full tax year will show as the default, so make sure you change it.**
- 7- Choose the family member who was the “payer” and place their name in the “Selected Family Members” box. **This needs to be the person who made the payment, not the participant or child who attended.** Minors do not make payments/file taxes/receive reimbursements, so the tax receipt will not be in their name. However, their name will be listed in the receipt breakdown if payment was made for them. **Payments (ex: deposits) from cancelled or withdrawn registrations are not included, as the service was not completed/provided.**
- 8- Click “Run Report”. Once the report is displayed, you may save or print the document as needed.

Print Tax Receipts

Account Options » Tax Receipts

Search Criteria

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

Tax Year: 2012

Available Family Members: PRChild Sample

Selected Family Members: ParksandRec Sample

Run Report

To return to My Account, click [My Account](#)

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