Step by Step instructions to Print a YMCA Childcare Tax Letter Online
(revised 12/30/2021)

1. Go to www.laxymca.org and log in with your member account information (email and password)

   ![Log In](image)

   If you are not able to log in, contact the member services desk to request an emailed reset password link. 608-782-9622

2. Once logged in, click the Invoices tab.

3. Scroll down to the bottom of the Invoice page where you will find the Print Paid Items option. This date range will be set as default for the 2021 calendar year. This Tax Letter will only represent payments made January 1-December 31, 2021. Any payments made prior to or after these dates will not show on this statement regardless of when the care was received.

   ![Print Paid Items](image)

   Tax Identification Number for your provider is: 39-0806172