



January 14, 2022

Participant,

You are receiving this letter regarding printing a tax receipt for childcare expenses incurred at the Wauconda Park District during the 2021 year. Certain programs that are childcare based are eligible for a tax deduction. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for tax, legal, or accounting advice. You should consult your own tax, legal, and accounting advisors before making any decision or taking any action.

**Step 1**

Log into your account at <https://apm.activecommunities.com/waucondaparkdistrict>. If you have trouble logging in or do not know your account information, click on the “Forgot your login name” or “Forgot your password” link and this information will be emailed to the address on file. If you still have issues, please contact our office at (847) 526-3610.

**Step 2**

Click on “My Account” in the upper right-hand corner, and then choose “Tax Receipts” under the “Account Activity Tab”.

**Step 3**

On the next screen titled Print Tax Receipts click on the appropriate family members (in the Available Family Members column) and move them to the Selected Family Members column. \*\*Please note you must move all adults/payers to the Selected Family Members Column along with the participants for the report to be accurate.

**Step 4**

Click on “Run Report” and Print.

\*\*\*Please note for Club participants that some of your payments from 2020 will show up on the report. You must deduct these payments from the total. Only payments in 2021 can be deducted. As always, please contact a tax professional to verify what you are deducting is allowed. Please feel free to contact us at (847) 526-3610 if you have any questions.

Sincerely,  
Cindy Babicz, CPRP  
Director of Recreation