

Manage Receipts and Tax Letters

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Watch a video

Download a PDF of all Users Receipts and Tax Letters

1. From the **Admin Navigation**, select **Checkout & Payments > Statements & Receipts**
2. Select **Generate Receipts with Tax Letter**
3. When PDF file is complete, select the prompt to download.
4. The PDF will contain all user's statements that will automatically download.

Note: For more information about Tax ID, review the [Statement & Receipts FAQs](#).

For information on [Statement Customization](#) visit here.

