

# ESA FACTS

## Reimbursement Process

### **Reimbursement documentation:**

For direct reimbursement to yourself on expenses you have already paid, you need to show proof of the payment(s). Reimbursements do not have the 2.5% ClassWallet processing fee. **NOTE:** ESA is requiring additional information of the payment details. There are 2 documents that will need to be uploaded; payment review summary and payments made. Below are the steps for pulling documentation through FACTS.

#### **1. Payment Summary**

-Click on “View Details.”

-Click on “View Payment Summary” in the blue box

-Select a “date range” Enter in the dates in which you are trying to get reimbursed for

-Save doc as a PDF

It will show you payments made by school year, name, and account. It also includes our school's name, address and Tax ID #. You can print/screen shot and upload.

#### **2. Payments Made tab**

-Click on “View Details.”

– Under “Term” (Right top of screen) click on the current term - 2023-2024 school year

– Go to the “Payments Made” tab

-Select the dates on which you are wanting a reimbursement for(i.e. past 30 or past 90 or date range)

– Now “expand all” and you will see all the payments by student, account, date, etc.

- In the center section: In-between “Payer name” and “Amount” , Select the highlighted Blue Word “Payment”

-Take a screenshot or print the page. This shows ESA more details, such as bank name and what type of payment was used for the reimbursement.

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## Payment Summary Example

**ST. FRANCIS XAVIER**

### Payment Summary

**i** The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by St Francis Xavier School during the selected time frame.

**Customer:** [REDACTED] **St Francis Xavier School**  
4715 N. Central Ave.  
Phoenix, AZ 85012  
USA  
**Federal Tax ID:** 38-3792643

**Students:** [REDACTED]

Generated On: Sep 18, 2023, 11:25:35 AM  
Dates Selected: 01 Jul 2023 - 30 Sep 2023

[REDACTED]	\$1,569.10
2023-2024 School Year	Grade - [REDACTED] \$1,569.10
ACCOUNT	TOTAL
Tuition : K-8	\$1,569.10

[REDACTED]	\$1,858.82
2023-2024 School Year	Grade - [REDACTED] \$1,858.82
ACCOUNT	TOTAL
Athletics - Football	\$125.00
Tuition : K-8	\$1,733.82

[REDACTED]	-\$18.20
2023-2024 School Year	\$18.20
ACCOUNT	TOTAL
Re-enrollment Fee	\$18.20

## Payments Made Example

### Payment Information

Payment Amount: \$1,660.56

Account Holder Name: [REDACTED]

Bank Name: Wells Fargo

Account Type: Checking

Routing Number: [REDACTED]

Account Number: XXXXXXXXXXXXX [REDACTED]

Submit Date: 18 Aug 2023

NAME	DESCRIPTION	AMOUNT PAID
[REDACTED]	[REDACTED] - Tuition : K-8	\$784.55
[REDACTED]	[REDACTED] - Tuition : K-8	\$866.91
[REDACTED]	[REDACTED] - Re-enrollment Fee	\$9.10

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