

# Print a Tax Statement

On the My Contributions page, you can view and print a plain paper tax statement. Your administrator must upload tax statements before they are available in Access ACS.

## To print a tax statement

1. Point to **Home**, then click **My Profile**.
2. Click the **My Giving History** tab.
3. Click **PDF Tax Statement**.
4. Review the tax statement.
5. Click **Print**.

## Related Topics

[Update Credit Card Information](#)  
[View My Scheduled Giving](#)  
[Enter a Recurring Online Gift](#)