

# The Caring Center



Dear Caring Center Parents:

The Caring Center can prepare regular statements for parents with dependent care payroll reimbursement plans. If you need statements for this purpose complete the form at the bottom of this notice, detach and return this information even if you already receive a regular statement of payment. Your name will be dropped from the list if we do not receive an updated form.

Statements of payment for dependent care plans will be available at the front desk on the day your payment is processed (generally the day of or day after receipt of your check). If you need this form prepared on other than a bi-weekly or monthly (4 week), or quarterly basis, please indicate on the form.

Sincerely,

Bunny Huggard  
Administrative Services Manager

-----

\_\_\_ Please Prepare a Statement of Payment each time payment is made.

Child's Name: \_\_\_\_\_

Parent's Name (s): \_\_\_\_\_

Statement should be for \_\_\_ Mother only \_\_\_ Father only \_\_\_ Both