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How to Access Your CGC Receipts for Income Tax Purposes in MyRec

To access your CGC receipts for your income tax return in MyRec, follow the directions below. If you need additional help, please call Customer Service at 902.490.2400 ext. 7, Monday-Friday 8am-8pm, Saturday & Sunday 8am-5pm.

Step 1: Visit the online registration site: <u>https://recreation.halifax.ca/</u> *Please note: MyRec works best with Google Chrome.*

Step 2: Log into your MyRec account.

ine services provided and hosted by Legend Recreation Software, Inc

- If you already have a MyRec account, great! You can use your existing MyRec login email and password to access your account and ensure your information is up to date.
- Don't have a MyRec account? <u>Click here</u> to read more on MyRec and to create a new account.

Login Search for Courses	Account login	
GearCin rai Guardes Facility Rontals Availability	Login It's as easy as R-E-CI The Halifax Regional Municipality has 1000s of recreation programs and services to help you and your family play, learn, move and stay active. New WEVBR if you are neve to our recreations system, watch the video below to provide you with step by step instructions on how to create a Client Profile. Click the Create a New Account button on the right to get started. Here some video links to assist in setting up a new Client Brofile or searching/Registering for programs. Email address* Password* Login	Register If you have an account, but are new to the site, click the button below. You will be sent an email validating your account. Register Create a New Account If you are new to our Programs, click the button below to create a new account. Create a New Account Create a New Account

Step 3: Under My Account, select Bills and Payments.

a Account			
Home	Home		
Profile	Notifications	Make a booking	
ew Member Services	This same allows you to access your Melfay Designal Musicipality researcing account and loss track of your		A STATE AND A
lls And Payments	ris page allows you to access your realiax regional municipality recreation account and keep track of your recreation registrations and more.	Drop-ins	Programs
w My Payment Schedules		Facility Rentals Availability	
yment Options	You have successfully set up your online profile.		
odate Email Address			
date Password	Account details		
lousehold			
in Bookings			
in Timetables			
rch for Courses			
ity Rentals Availability			
r Bookings 🗸 🗸	Family member		
off	It is important to us that we have all your family members connected to your account, please take a moment to verify that the details we have are correct.		
	Manage family members		
	Profile		
	It is important that we have your correct contact details. Please take a moment to verify and update your details		

Step 4: Go to the Statement tab, set your date range and click Search.

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My Account Mome Profile	Bills and paymen	ts				1
View Member Services Bills And Payments	Bas Advanced search	Muti-visit pass	Credit		Statement	Rental Statement
> View My Payment Schedules	From Date *			O To Date *		
> Payment Options	Jan 18, 2016			Jan 18, 2021		
Update Email Address						
> Update Password	Clear Filter					Search
45 My Household						
E Drop in Bookings						
Drop in Timetables						
E Search for Courses						
E Facility Rentals Availability						
⊕ View Bookings 🗸 👻						
6+ Log Off						

Step 5: Check the Sale Date for the items you need for your taxes.

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ew Member Services		Advanced search						
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ayment Options		Jan 01, 2021			88	Jun 01, 2021		
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Household	0	3 Sale Date	Member	item	Dates	Sessions	To Pay	Amount Due
p in Timetables arch for Courses	c] Jan 64, 2021	631685	Sporta Course, Sport, Karata - Competition Class (Kata), From: 31 Jan 2021 09:00. To: 28 Mar 2021 09:00 For: 7 Sessions. At: Canada Gamea Centre		r	\$50.00	50.00
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Log Off) Jan 08, 2021	631687	Booking Charge Of: Fitness Centre - 60min On: 08 Jan 2021 12:00. At: Canada Games Centre		ti	511.00	\$0.00
	c) Jan 20, 2021	631685	Sports Course: Camps: March Break Camp. From: 15 Mar 2021 08:30. To: 19 Mar 2021 08:30 For: 5 Sessions. At		5	\$195.00	\$170.00



Step 6: When all items are selected, click Print Statement.

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My Account Home	Ê	Bills and paymen	its							
> Profile		0 884	O M	utli-visli pasa	0 Credit		0 Statement	O Rental Statement		
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View My Payment Schedules		O From Date *				O To Date *				
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	0	🛛 Jan 20, 2021	631685	Sports Course: Camps: March Break Camp. From: 15 Mar 2021 06:30. To: 19 Mar 2021 06:30 For: 5 Sessions. At Canada Games Centre		5	\$195.00	\$170.00		

Step 7: You are done! Print or save your receipt.



Statement

Blake Stone 2066 Thomas Raddall Drive Halifax, NS B4A 3B7 Date : 18 Jan 2021

Member No:

Purchases															
Sale Date	Membo	iber No Member No Item Paid By			Start Date	End Date	Sessions	List Price	Discount	Total Paid	Payment Method	Balance	Tax		
31 Dec 2020				Sports Course: Camps: March Break Camp From: 2020 08:30. To: 20 Mar 2020 08:30. For: 5 Session Canada Games Centre		m: 16 Mar sions. At:	31 Dec 2020	30 Jan 2021	0	17.74	0.00	17.74		0.00	2.31
14 Jan 2021							14 Jan 2021	13 Feb 2021	0	17.74	0.00	17.74		0.00	2.31
Tax Breakd	own														
Member No		Tax Sche	me Rate Nan	ne Rate	Amount										
		HST	HST	15%	2.31										
Payments															
Member No		Payment	Method	Paymer	nent Location Amour		Amount								
				Canada	Sames Centre		35.48								
Members						_									
Member No		Title First Name Last Name Da		Date of B	Birth										
							_								
Credit Notes															
Member No	Reason Amount Bal		Balance	Expiry Date											
HRM164696															

