

# How can I get my 1098-T information?

Please note

*This information will be available no later than January 31<sup>st</sup> following the tax year.*

- If it is not yet January 31<sup>st</sup> this information may not be available.

Follow the steps below to retrieve your 1098-T information

## Step 1

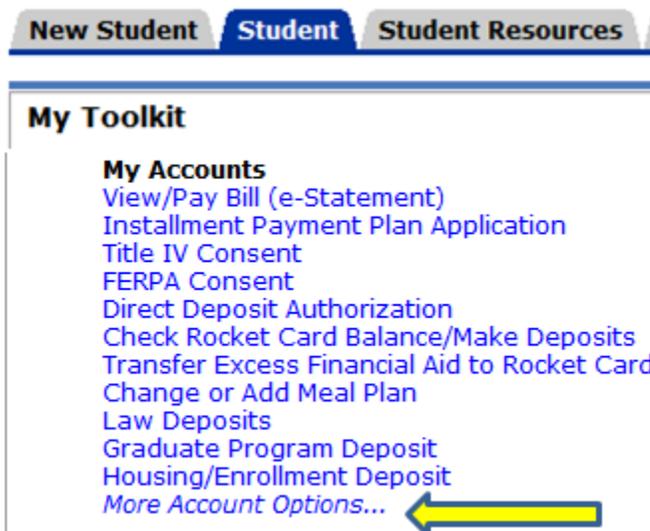
Sign in to the [MyUT Portal](#)



## Step 2

On the student tab, in the My Toolkit under My Accounts

Click *More Account Options...*

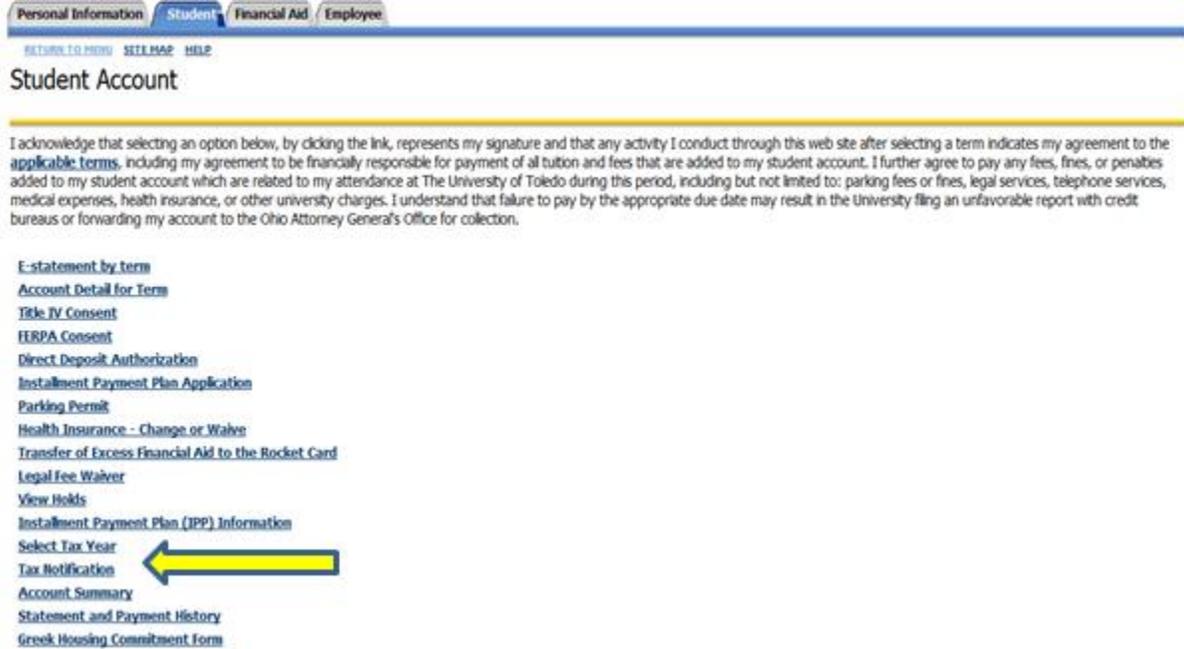


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## Step 3

Once you are to the below screen

Click **Tax Notification**

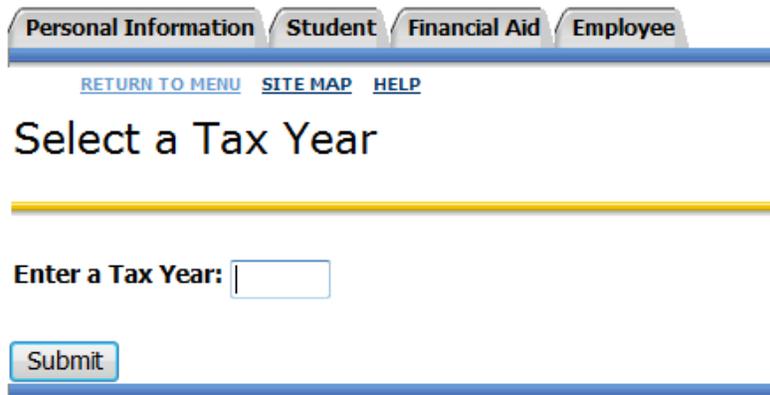


The screenshot shows the 'Student Account' page with a navigation bar at the top containing 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. Below the navigation bar are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Student Account'. A paragraph of text follows, stating: 'I acknowledge that selecting an option below, by clicking the link, represents my signature and that any activity I conduct through this web site after selecting a term indicates my agreement to the applicable terms, including my agreement to be financially responsible for payment of all tuition and fees that are added to my student account. I further agree to pay any fees, fines, or penalties added to my student account which are related to my attendance at The University of Toledo during this period, including but not limited to: parking fees or fines, legal services, telephone services, medical expenses, health insurance, or other university charges. I understand that failure to pay by the appropriate due date may result in the University filing an unfavorable report with credit bureaus or forwarding my account to the Ohio Attorney General's Office for collection.'

Below this text is a list of links: 'E-statement by term', 'Account Detail for Term', 'Title IV Consent', 'FERPA Consent', 'Direct Deposit Authorization', 'Installment Payment Plan Application', 'Parking Permit', 'Health Insurance - Change or Waive', 'Transfer of Excess Financial Aid to the Rocket Card', 'Legal Fee Waiver', 'View Holds', 'Installment Payment Plan (IPP) Information', 'Select Tax Year', 'Tax Notification', 'Account Summary', 'Statement and Payment History', and 'Greek Housing Commitment Form'. A yellow arrow points to the 'Tax Notification' link.

## Step 4

Enter the tax year you need, and click submit



The screenshot shows the 'Select a Tax Year' page with a navigation bar at the top containing 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. Below the navigation bar are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Select a Tax Year'. Below the heading is a text input field with the label 'Enter a Tax Year:' and a 'Submit' button.

If you see the below message, your 1098-T for the tax year you requested is not yet available. Please check back after January 31<sup>st</sup>.

## Tax Notification for Tax Year 2013

 Tax Notifications are not available for the tax year requested at this time.

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## Step 5

Your 1098-T requested will display.

*\* You may select the hyperlinks on the reported amounts or Tax Report Description to review the associated detail (see highlights below).*

*\*The address where your hard copy 1098-T was mailed can be found as shown below.*

Personal Information / Student / Financial Aid / Employee

RETURN TO HOME MyUTMAP MyUT

### Tax Notification for Tax Year 2012

A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information has been furnished to the Internal Revenue Service. Select links on the reported amounts to review the associated detail.

Form 1098-T	
<b>FILER's name, address, and contact phone number</b> University of Toledo 2801 W Bancroft MS331 Toledo, OH 43606 United States (419) 5308700	<b>1 Payments Received</b> <b>2012</b>
<b>FILER's Federal ID</b> 346401483	<b>2 Amounts Billed for qualified tuition and related expenses</b> <a href="#">1,804.02</a>
<b>STUDENT's name, street</b> Student Name Student Permanent Address City, State Zip Code	<b>3 Check if reporting method has changed for 2012</b> [ ]
<b>Service Provider/Acct. No. (opt)</b>	<b>4 Adjustments</b> <a href="#">48.00</a>
<b>Student SSN</b> ***-**-4723	<b>5 Scholarships or Grants</b> <a href="#">1,716.85</a>
<b>8 Check if at least half time student</b>	<b>6 Adjustments to Scholarships</b>
<b>9 Check if a graduate student</b>	<b>7 Check if box 2 includes amounts for academic period beginning January - March 2013</b> [ ]
	<b>10 Reimbursements from insurance contract</b>

Select links on the Tax Report Descriptions below to see additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.

Since the University sends your 1098-T information to the IRS, there is no need to attach a copy of the form to your tax return. Please keep this information for your records.

## If you are wondering... Why didn't I receive a 1098-T from UT?

- You did not have any qualified educational expenses within the tax year; therefore, a 1098-T form was not generated for you.
- You are looking for your 1098-T at the wrong address.

As shown above the address where the hard copy 1098-T was mailed can be found in your MyUT portal.

- Your 1098-T was mailed to the wrong address.

If you did not have a current address on file with the University, then your form may have gone astray. You may obtain your 1098-T data through your MyUT portal as describe above.

- ❖ Remember to update your addresses in MyUT portal.