

## **Instructions for Accessing the 1098 T Form**

### **Current Students:**

Please use the following steps to access your 1098-T form online. **The form will not be mailed.**

1. Go to [www.fau.edu](http://www.fau.edu)
2. Select the Current Students tab
3. Select MyFAU Login
4. Login using your FAUNet ID & Password
5. Select FAU Self Service (Located on the left side of the webpage and will open in new tab/page)
6. Select Student Services
7. Select Student Account
8. Select Tax Notification
9. Enter the Tax Year you are requesting and click Submit
10. The 1098-T data then will appear
11. Click on the View/Print button for a formal version of the form
12. The payment/epay site will load in approximately 30 seconds
13. On the first page of the [epay.fau.edu](http://epay.fau.edu) site go to the statements section (located on the bottom right side of the page) and select View 1098-T form
14. Click Allow when the pop-up blocker alert appears
15. The formal 1098-T form will appear as a pop-up window in PDF form.
16. Click on File then Print to Print the 1098-T

If you have problems opening the document, please see below for instructions for resolving viewing and printing problems.

### **Former Students:**

If you no longer are able to login using MyFAU, please follow these steps to access your 1098T form online. The form will not be mailed:

1. Click on the following URL to view the Controller's Office Tuition & Billing Services' webpage:  
[http://www.fau.edu/controller/student\\_information/](http://www.fau.edu/controller/student_information/)
2. At the bottom of the page, click on the "**click here to pay**" link (although you will **not** be making any payments)

[Former students, or third party payments, click here to pay](#)

3. On the next page, please fill in your Z number (Capital Z) as your **User ID** and your birthdate as a **PIN** number. If your birthdate does not work you can use your Z number **again** as a PIN number.

4. If you are not able to login here, you will need to call the FAU Help Desk to resolve your login issues before you can proceed. You may contact the Help Desk at URL: [www.fau.edu/helpdesk](http://www.fau.edu/helpdesk) or by phone: (561) 297-3999 or toll-free: (866) 855-8325

5. The next screen that you may see is the following screen where you will be asked to confirm your PIN and create a security question and answer:

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 Please enter your new Security Question and Answer and click Submit. This is only used in Self Service.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

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RELEASE: 8.4.1

6. Click on **Submit** and then follow steps 6-16 located above under the Current Students section to view & print your 1098-T.

### **Instructions for resolving Viewing and Printing problems:**

If you are unable to open the 1098-T PDF form or you open the form but the document is blank:

1. Please make sure your pop up blocker is not blocking the form from displaying. Disable all pop up blockers temporarily and see if the document opens and displays data.
2. Or if no matter which browser you try to use, the document is blank, then here is a solution that has worked using Adobe reader: Open Adobe, then go to Edit, then Preferences, then Internet, then uncheck the Display in Web Page box, then Save. After this log back in and try to View the 1098T form.

**MAC users only** -MAC Preview software does not open the 1098T files reliably. If you are having trouble you may want to try <http://www.adobe.com/support/downloads/detail.jsp?ftpid=3987>. In the event that you're unable to view your form, please contact Mr. David Buschmann at 561-297-0085 or email [webcontroller@fau.edu](mailto:webcontroller@fau.edu).