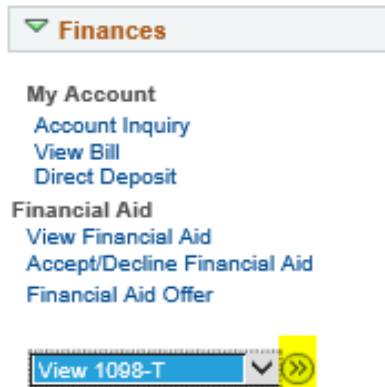


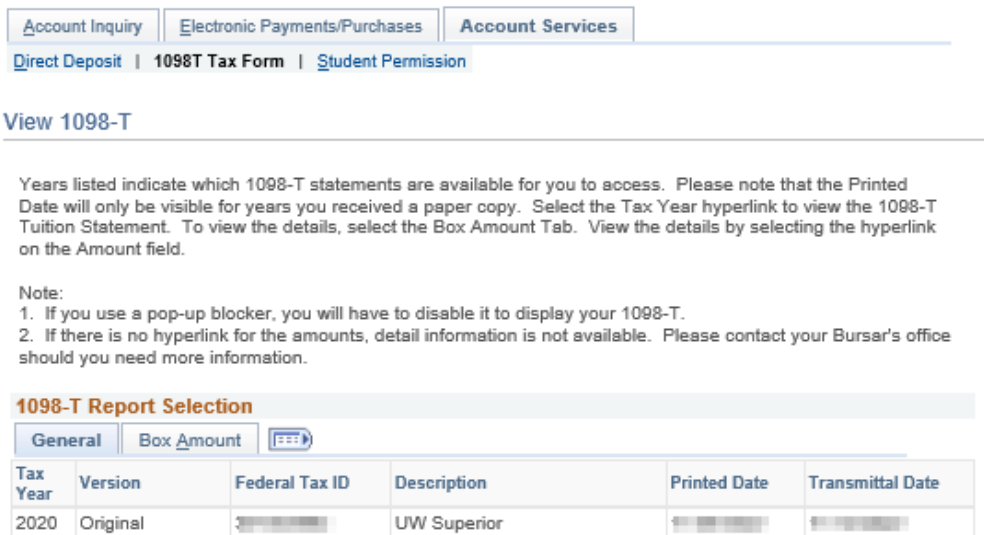
## How to Access the 1098-T Document

The 1098-T form will be available for student access directly from their EHIVE account in early January for the prior calendar year. Students will need to consent to receive it electronically by following the steps below.

1. In the "Finances Section" use the drop-down arrow in selection box and pick "**View 1098-T**" and click the double arrows to the right of the selection box.

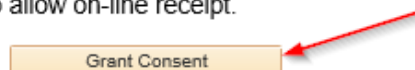


2. The first time you access the "View 1098-T" screen, you will see a screen with message stating you "You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt."



Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2020	Original		UW Superior		

- i** You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.



Click on the "Grant Consent" button on the 'View 1098-T' page. The *Grant Consent* step **MUST** be completed before you are able to view any 1098-T documents listed.

3. Please review the consent Agreement that appears.



## 1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated

11/11/2020

Yes, I have read the agreement

Cancel

Submit

Place a check (v) in the box on the left side of "Yes, I have read the agreement:  
Click 'Submit' after you have checked the agreement box

4. After submitting your Consent, the "1098-T Consent Confirmation" screen appears.



## 2. 1098-T Consent Confirmation



You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

View 1098-T Selection

Click on the "View 1098-T Selection" box which will bring up a listing of 1098-T forms available for your selection to view and print.

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Direct Deposit](#) | [1098T Tax Form](#) | [Student Permission](#)

### View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

#### 1098-T Report Selection

[General](#) | [Box Amount](#) |

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
<a href="#">2020</a>	Original	100-000000	UW Superior	11/11/2020	11/11/2020

Click on the Tax Year document you wish to view/print.

Even if you are not ready to use the 1098-T form, please sign the electronic consent by mid-January. Students who do not consent to receive the form electronically will be mailed a paper copy to the home address in EHIVE at the end of January.

This form contains important tax information related to tuition, scholarships and other information for the calendar year, January 1st through December 31st, which may be needed to complete your or your parent's tax return.

Please contact the Bursar/Cashier's Office at [uwscashier@uwsuper.edu](mailto:uwscashier@uwsuper.edu) or call 715-394-8505 if you have any questions.