

9.2 View/Consent 1098 - T

Purpose: Use this document to reference how to view and consent for 1098-T through the Financial Account tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

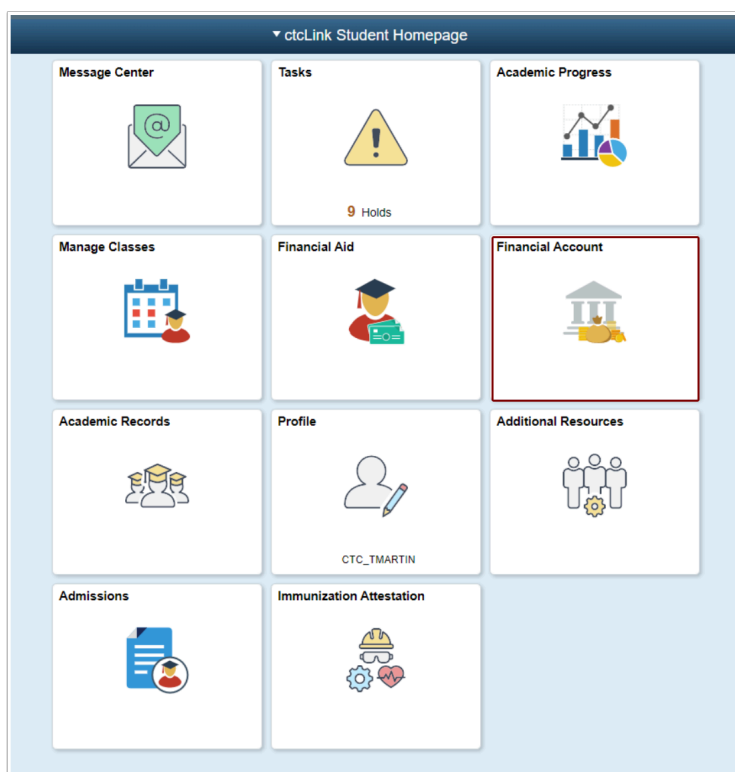
View/Consent 1098 - T

💡 Please get in touch with your college if you require immediate assistance with ctcLink.

Federal law requires institutions to send Form 1098-T to tuition-paying students by January 31st.

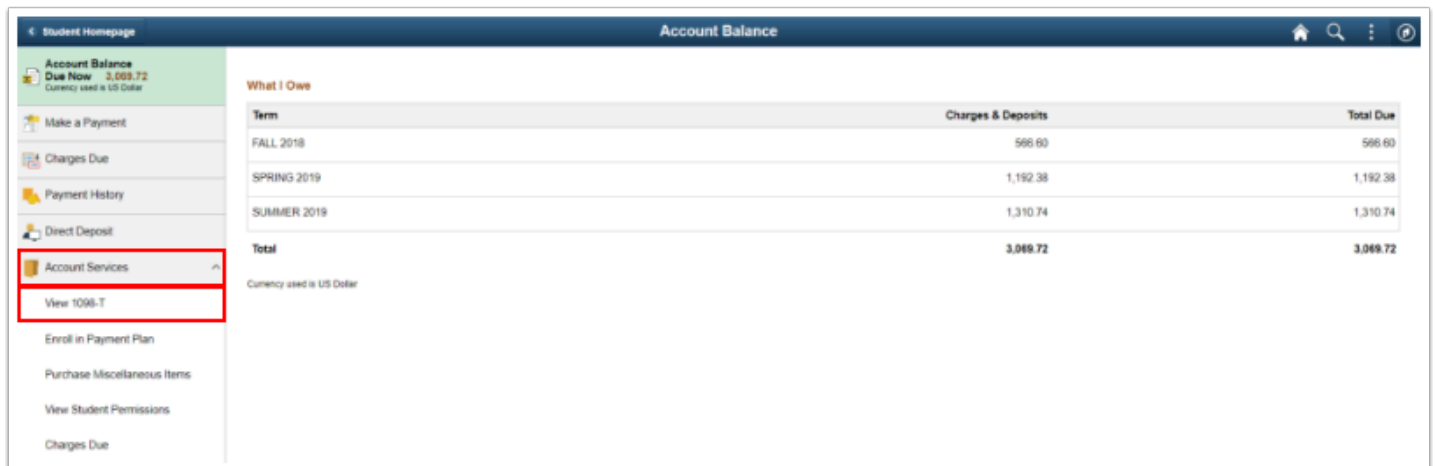
Navigation: Student Homepage

1. Select the **Financial Account** tile.



2. The **Account Balance** page displays.

3. Select the **Account Services** button on the left menu to expand and show the **View 1098-T** option.
4. Select the **View 1098-T** sub-menu.



Student Homepage Account Balance

Account Balance Due Now 3,069.72
Currency used is US Dollar

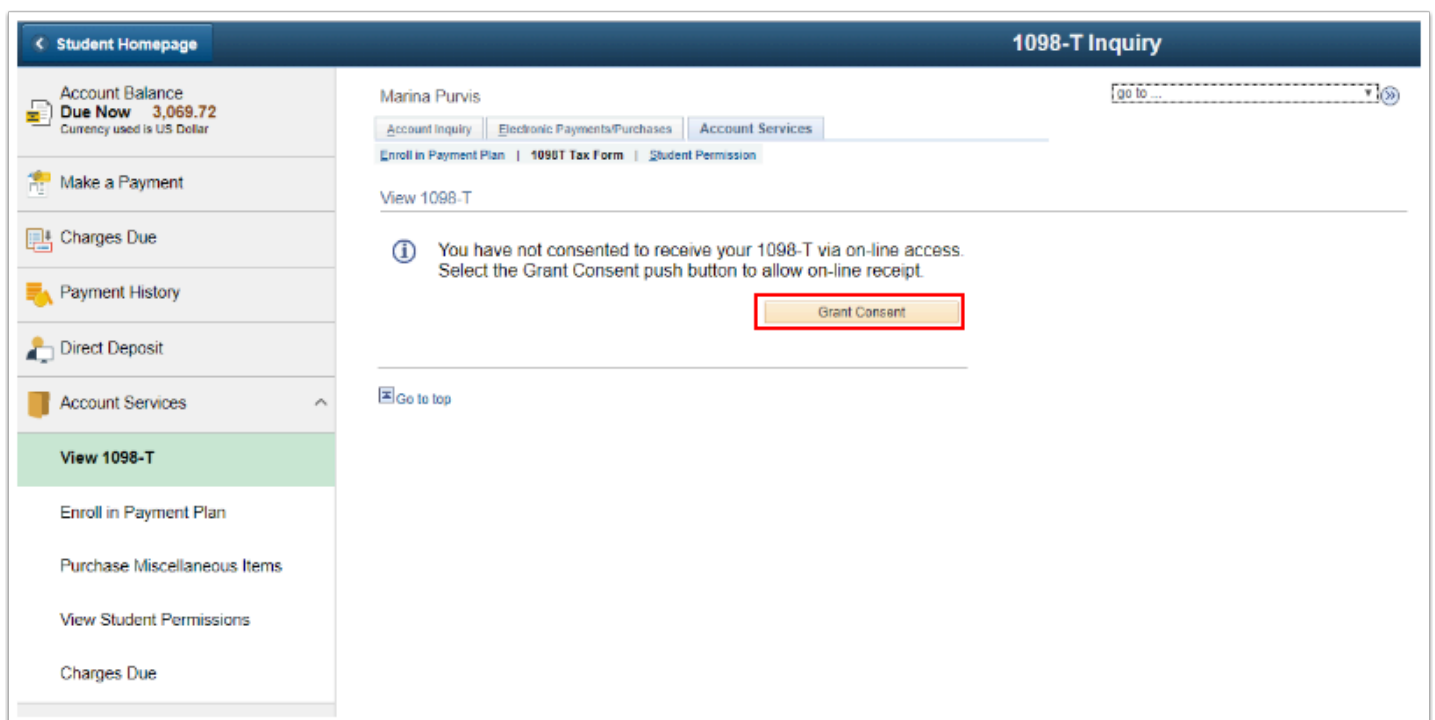
Make a Payment
Charges Due
Payment History
Direct Deposit
Account Services
View 1098-T
Enroll in Payment Plan
Purchase Miscellaneous Items
View Student Permissions
Charges Due

What I Owe

Term	Charges & Deposits	Total Due
FALL 2018	566.60	566.60
SPRING 2019	1,192.38	1,192.38
SUMMER 2019	1,310.74	1,310.74
Total	3,069.72	3,069.72

Currency used is US Dollar

5. Available **1098-T's** display.
6. A button allowing you to consent to view your 1098-T online becomes available if you have not viewed your 1098-T already.
7. Select the **Grant Consent** button.



Student Homepage 1098-T Inquiry

Account Balance Due Now 3,069.72
Currency used is US Dollar

Make a Payment
Charges Due
Payment History
Direct Deposit
Account Services
View 1098-T
Enroll in Payment Plan
Purchase Miscellaneous Items
View Student Permissions
Charges Due

Marina Purvis

Account Inquiry | Electronic Payments/Purchases | **Account Services**

Enroll in Payment Plan | 1098-T Tax Form | Student Permission

View 1098-T

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.

Grant Consent

Go to top

8. The **1098-T Consent Agreement** displays.
9. Select the 'Yes, I have read the agreement' checkbox.
10. Select the **Submit** button.

Financial Account

Consent for 1098-T

Marina

go to

1098-T Consent

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

08/12/2019

☒ Yes, I have read the agreement

Cancel

Submit

11. Process complete.