HOW TO ACCESS YOUR 1098-T FORM



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Log into your MyHusky student account.

From your dashboard, select **Finances** and in the drop down box select **View 1098-T**.

If you have not already granted permission to receive your 1098-T Form online, a screen will appear for you to **Grant Consent**.



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

If you have not granted consent for on-line access to your 1098-T the above screen will appear. Click on **Grant Consent** and follow the instructions on the 1098-T Consent screen.

1098-T Consent

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

The agreement is dated: 7/8/2021, 2:24:43 PM

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Yes, I have read the agreement

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Cancel

If you have a 1098-T Form available to view, the following screen will be displayed.

View 1098-T								
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I	NFORMATION				/			
V	/ersion:	Original	Printed Date:	-				
F	ederal Tax ID:		Transmittal Date:	03/22/2021				
I	nstitution:	Bloomsburg University of PA						
Box	x Amount Payments Received				Total:	\$10,225.23		
	Amount Billed				Total:	\$0.00		
	Prior Year Adjustments				Total:	\$0.00		
	Scholarships or Grants				Total:	\$0.00		
	Prior Year Grant Adjustments				Total:	\$0.00		

The year of the 1098-T Form being displayed will be shown in the top left corner of the screen. You may select prior years if available by selecting the drop down arrow to the right.

Under **Box Amount** will be the total amount in each box on your 1098-T Form. These can be expanded to show the detailed amounts by selecting > in front of the boxes with amounts.

To view and print the 1098-T Form for the selected year, select **View PDF** in the top right corner of your screen and your form will be displayed for you to view and print.

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number 1 Payments received for qualified tuition and related expenses OMB No. 1545-1574 Bloomsburg University of PA 336 Arts & Administration Building 2 0 20 20 Statement 400 E Second Street Bloomsburg PA 17815 10225.23 2 0 20 Statement Bursar's Office 570/389-4013 Form 1098-T Form 1098-T For Student STUDENT'S name 4 Adjustments made for a prior year 5 Scholarships or grants This is important tax information and is being furnished to the amount in box 1 includes acceming for a prior year This is important tax information and elated expenses City or town, state or province, country, and ZIP or foreign postal code S \$ 7 Checked if the amount in box 1 includes accemic period beginning January- March 2021 Image: Compute tax return. Service Provider/Acct. No. (see instr.) 8 Check if at least half-time student 9 Checked if a graduate student 10 Ins. contract reimb./refund student to preparer or use it to prepare the tax return.									
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Form 1098-T

(keep for your records)

www.irs.gov/Form1098T

Department of the Treasury - Internal Revenue Service