

## Sign In

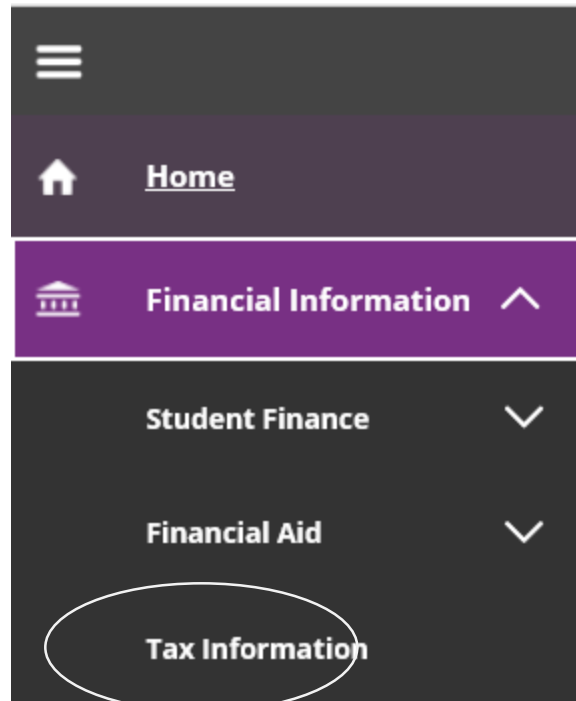
User name

Password

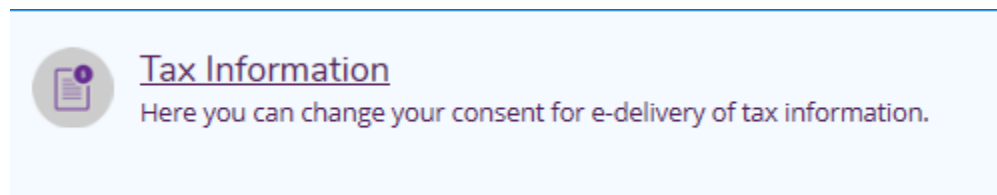
Sign In

ACCESSING YOUR 1098-T THROUGH SELF-SERVICE

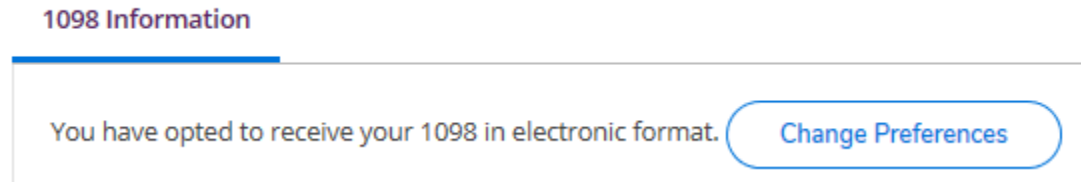
Log into your Self-Service account and click on the Triple Bar in the top left corner, then Financial Information, and select Tax Information:



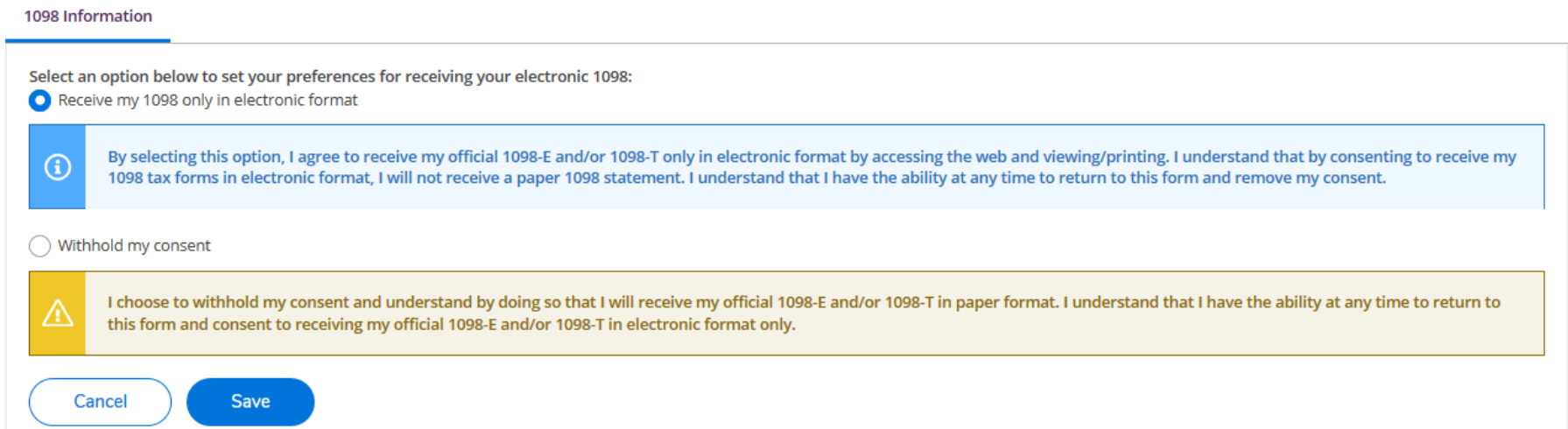
You can also click on Tax Information from the Self-Service Menu:



When the tax information page displays, you will have the option to receive your form electronically. If this option was made previously, no change is required. If this option was not previously made, select the Change Preferences option:




The following will display. Select the desired option and select Save or select Cancel to maintain the previous selection and exit the preferences area:

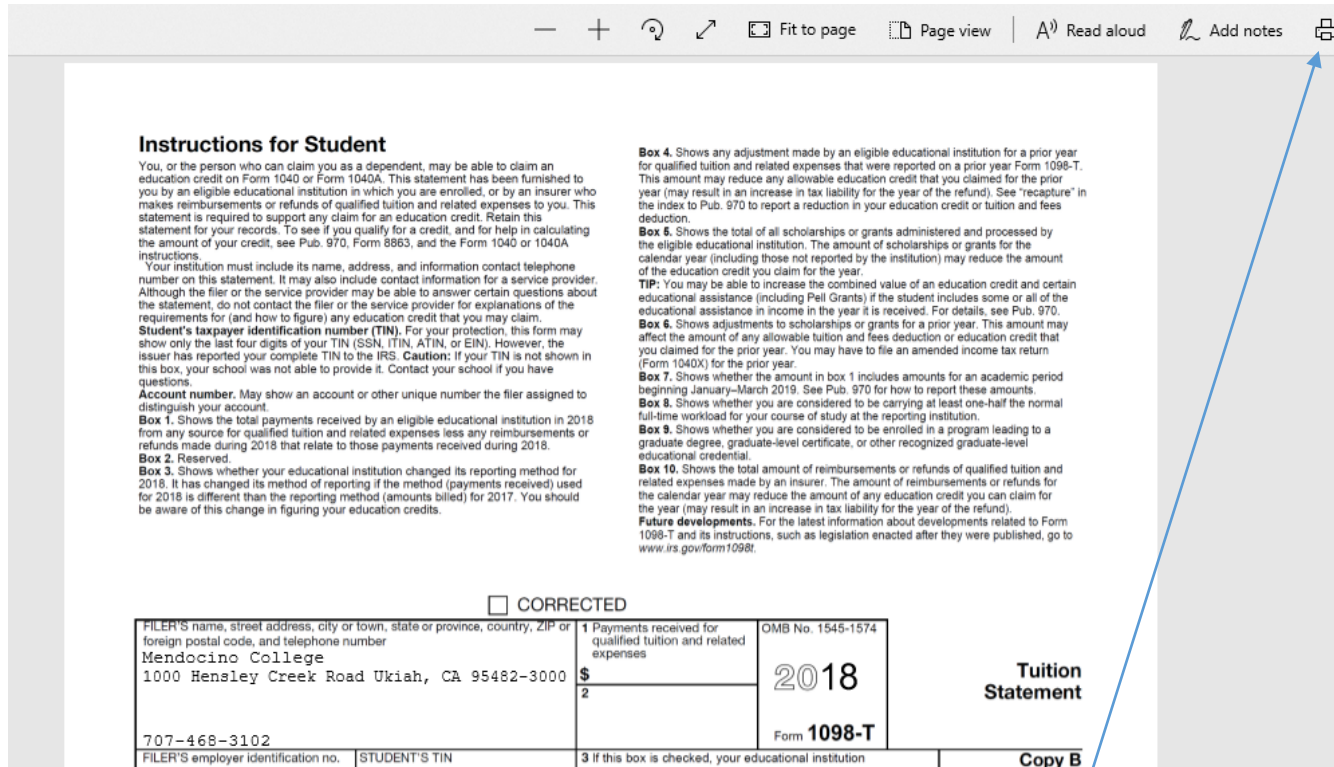
A screenshot of a web interface titled "1098 Information". Below the title, the text reads "Select an option below to set your preferences for receiving your electronic 1098:". There are two radio button options. The first option, "Receive my 1098 only in electronic format", is selected and highlighted with a blue background. It includes an information icon and a text box stating: "By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent." The second option, "Withhold my consent", is unselected and highlighted with a yellow background. It includes a warning icon and a text box stating: "I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only." At the bottom of the form are two buttons: "Cancel" and "Save".

A list of available 1098-T forms is displayed and the form can be selected by clicking on the hyperlink for the desired tax year:

## 1098 Statements

Tax Year	Notation
2018	<a href="#">2018 1098T Statement</a> 
2018	<a href="#">2018 1098T Statement</a>
2016	<a href="#">2016 1098T Statement</a>
2015	<a href="#">2015 1098T Statement</a>
2015	<a href="#">2015 1098T Statement</a>

The selected form will open as a pdf similar to the following:



and can be printed by selecting the print icon.

Please note, there are currently 2 1098-T forms for each tax year for students that attend half-time. If you attended at least half-time during the tax year (6.0 or more credits in a semester) please be sure to print both available tax forms and submit both to your tax preparer. Please contact Admissions and Records with any questions: 707-468-3101 or [registration@mendocino.edu](mailto:registration@mendocino.edu)