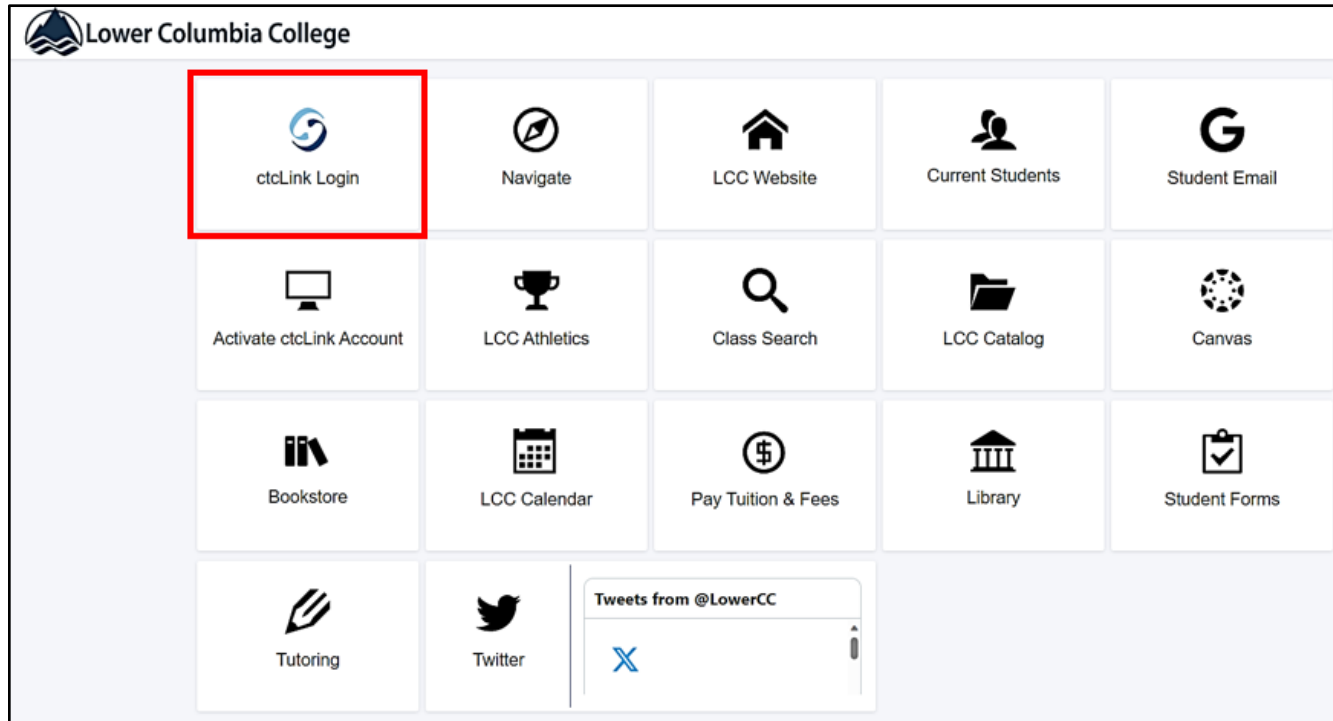




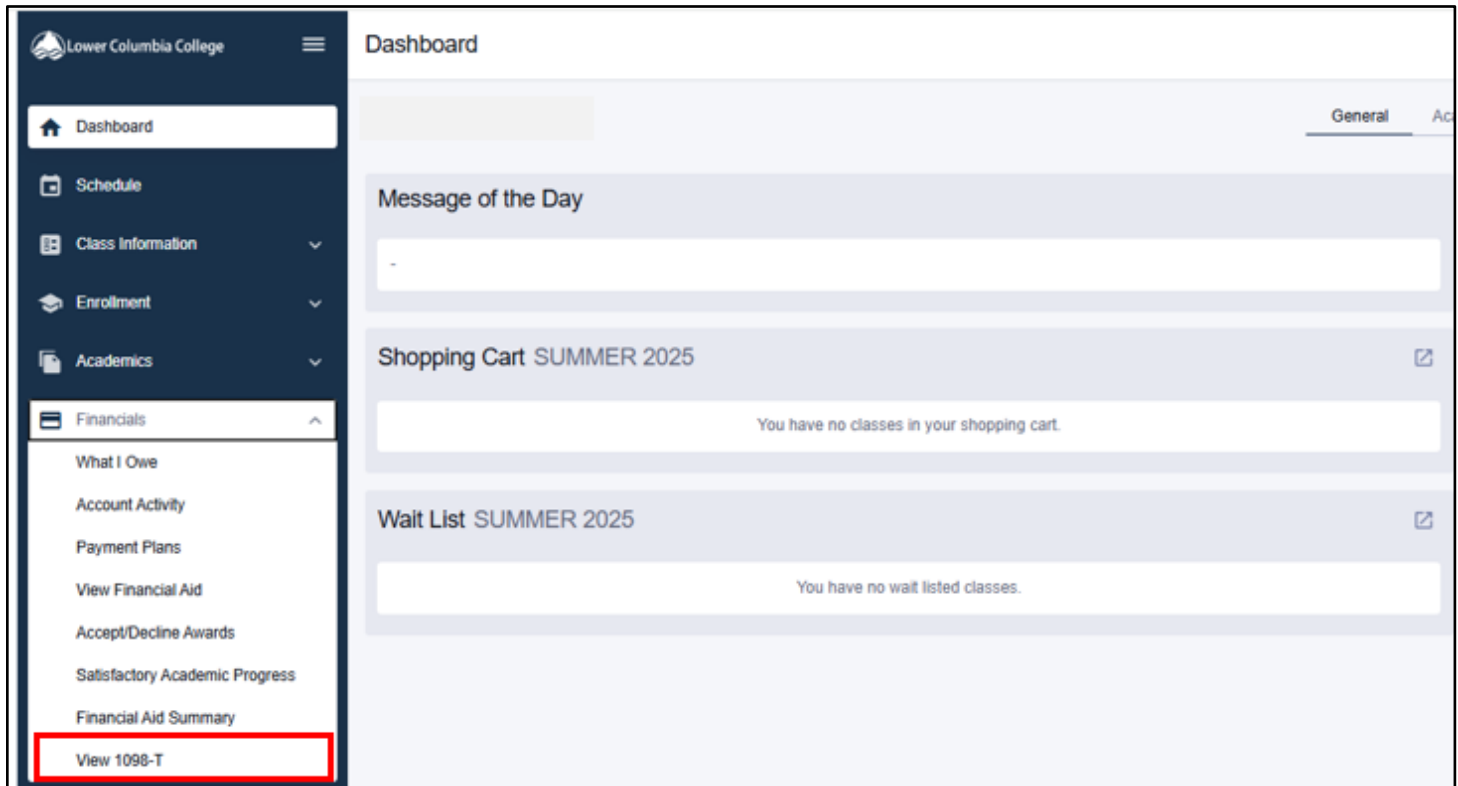
How to receive the IRS Tuition Statement Form 1098-T in ctcLink

This guide provides information on how to opt in to receive the electronic version 1098-T Tuition Statement Form in ctcLink, as well as how to view your 1098-T after opting in.

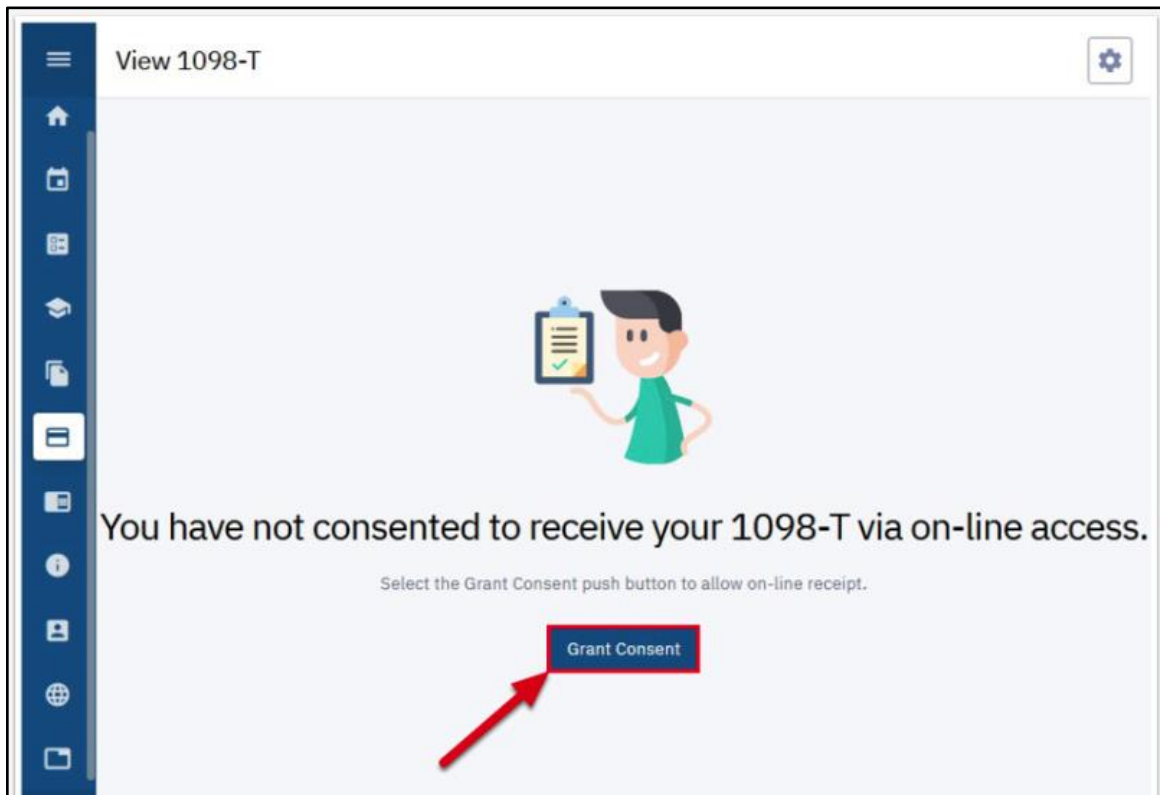
1. Log in to [ctcLink](#).



2. Select the **Financials** menu, then select **View 1098-T**.



3. If you have not yet granted consent to receive your **1098-T Tuition Statement Form** via on-line access, you will be asked to do so now. Select the **Grant Consent** button.



Note: By agreeing to receive your 1098-T form electronically through online access, you are agreeing to no longer receive the 1098-T form via US mail. You will always access your 1098-T online.

4. The **1098-T Consent** page displays. After reading the consent agreement, select the **Yes, I have read the agreement** checkbox. Then, select **Submit**.

The screenshot shows a web application window titled "1098-T Consent". On the left is a dark blue sidebar with a hamburger menu icon at the top, followed by several icons (home, calendar, document, etc.), and the letters "CW" at the bottom. The main content area has a light blue header with the title "1098-T Consent" and a close button (X) on the right. Below the header, the text reads: "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." Below this text, it says "The agreement is dated: 5/25/2021, 12:41:46 PM". At the bottom right, there is a checkbox labeled "Yes, I have read the agreement" which is checked. Below the checkbox are two buttons: "Cancel" and "Submit". Two red arrows point to the checkbox and the "Submit" button respectively. A red box highlights the checkbox and its label.

5. The **View 1908-T** page displays. Select the year of the 1098-T you would like to review. Then select **View PDF**. In the example below, the 2020 year has been selected.

The screenshot shows a web interface for viewing 1098-T forms. On the left is a dark blue sidebar with icons for home, calendar, documents, and a 'CW' logo at the bottom. The main content area is titled 'View 1098-T' and includes a settings gear icon in the top right. Below the title is a 'Year:' dropdown menu with '2020' selected. To the right of the year selection is a red-bordered button labeled 'View PDF', which is pointed to by a red arrow. Below this is an 'INFORMATION' section with a table of details:

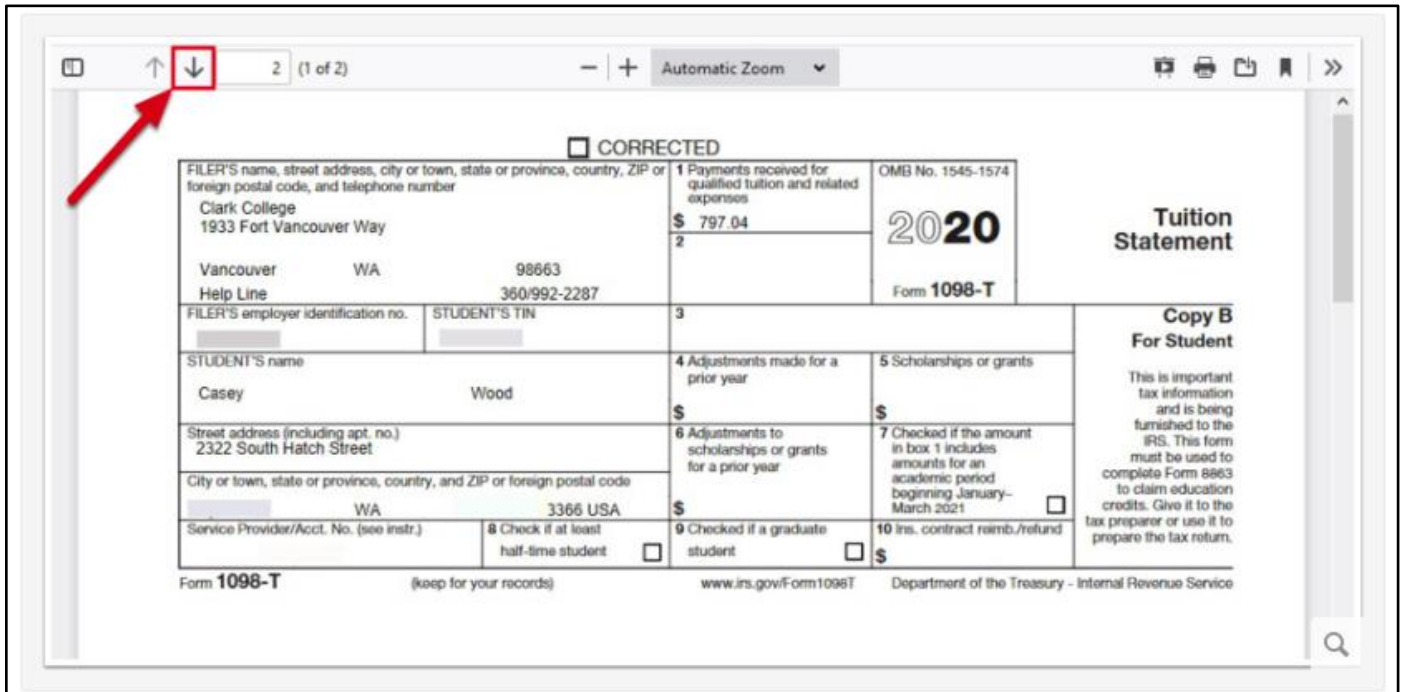
Version:	Original	Printed Date:	01/13/2021
Federal Tax ID:	910824167	Transmittal Date:	01/28/2021
Institution:	Clark College		

Below the information section is a 'Box Amount' section containing a table of financial data:

> Payments Received	Total:	\$797.04
Amount Billed	Total:	\$0.00
Prior Year Adjustments	Total:	\$0.00
Scholarships or Grants	Total:	\$0.00
Prior Year Grant Adjustments	Total:	\$0.00

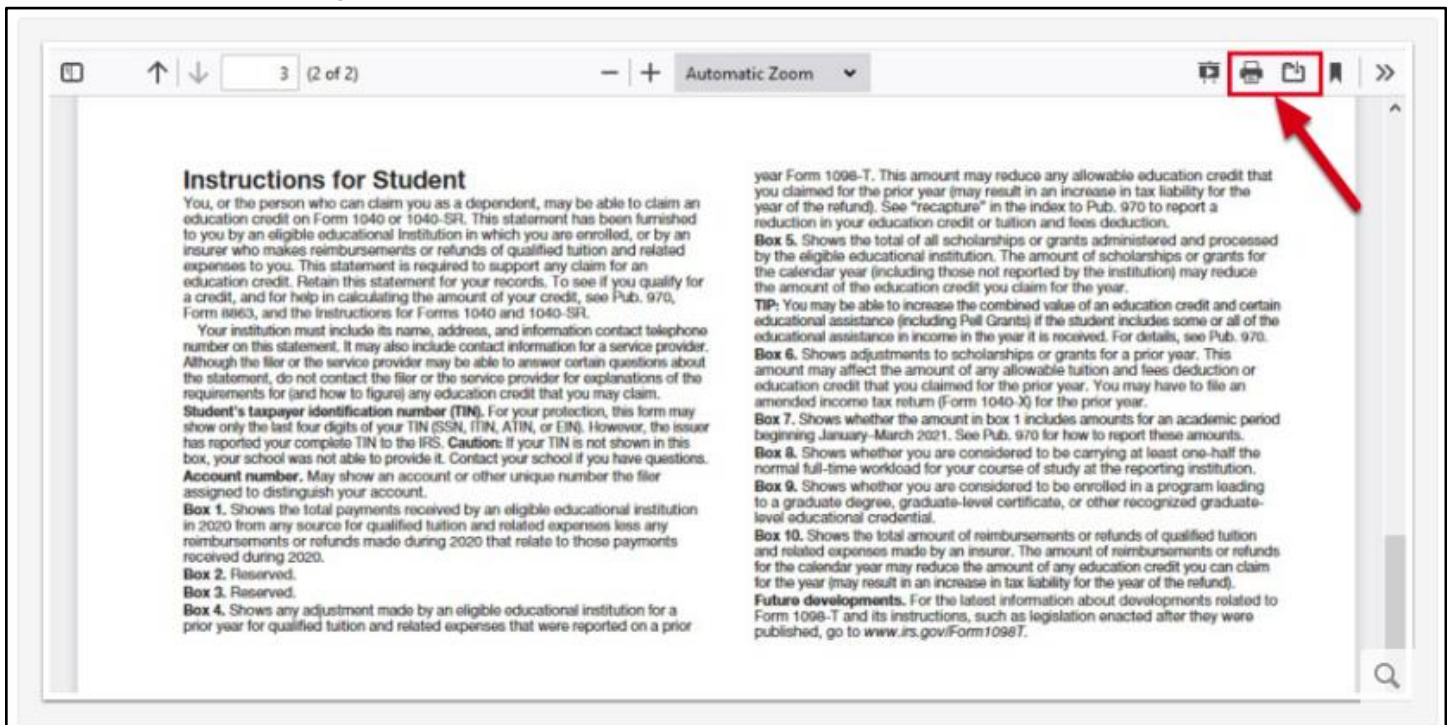
A search icon is located in the bottom right corner of the main content area.

6. The form displays in a new window. You can select the second page of the form by selecting the down arrow.



The screenshot shows a web browser window displaying the 1098-T Tuition Statement Form. The browser's address bar shows the URL "www.irs.gov/Form1098T". The form is titled "2020 Form 1098-T Tuition Statement" and includes a "CORRECTED" checkbox. The form is divided into several sections: FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number; FILER'S employer identification no.; STUDENT'S TIN; STUDENT'S name; Street address (including apt. no.); City or town, state or province, country, and ZIP or foreign postal code; Service Provider/Acct. No. (see instr.); Payments received for qualified tuition and related expenses; Adjustments made for a prior year; Scholarships or grants; Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2021; Checked if a graduate student; and Ins. contract reimb./refund. The form is labeled "Form 1098-T" and "Copy B For Student". A red arrow points to the down arrow icon in the top left corner of the browser window, indicating how to navigate to the second page.

7. You may print or download and save your 1098-T Tuition Statement Form using the icons in the upper right corner of this window.



The screenshot shows a web browser window displaying the 1098-T Tuition Statement Form. The browser's address bar shows the URL "www.irs.gov/Form1098T". The form is titled "2020 Form 1098-T Tuition Statement" and includes a "CORRECTED" checkbox. The form is divided into several sections: FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number; FILER'S employer identification no.; STUDENT'S TIN; STUDENT'S name; Street address (including apt. no.); City or town, state or province, country, and ZIP or foreign postal code; Service Provider/Acct. No. (see instr.); Payments received for qualified tuition and related expenses; Adjustments made for a prior year; Scholarships or grants; Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2021; Checked if a graduate student; and Ins. contract reimb./refund. The form is labeled "Form 1098-T" and "Copy B For Student". A red arrow points to the print and download icons in the top right corner of the browser window, indicating how to print or save the form.