



How to access your 1098-T electronically

Step 1: Grant consent to view electronic 1098-T statements

Locate and select the communication center from your student center.

The screenshot shows the 'myWNC' Student Center interface. At the top, there are navigation links: 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is a 'Student Center' header. The main content area is divided into several sections. On the left, there is an 'Academics' section with links for 'Search', 'Plan', 'Enroll', and 'My Academics'. In the center, there is a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. On the right, there is a 'Communication Center' section with a link 'Go To Communication Center' highlighted by a red box. Below this are sections for 'Holds' (WNC Admissions & Records Hold), 'To Do List' (No To Do's), and 'Enrollment Dates'. At the bottom, there is a 'Finances' section with links for 'My Account' and 'Account Summary'. A 'SEARCH FOR CLASSES' button is visible in the top right of the main content area.

From your communication center select the “WNC 1098-T Tax Statement.”

Once selected you will be provided with the following options: remind me later, decline, or accept. In order to sign up for electronic 1098-T Tuition Statements, you must select accept.



Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

WNC 1098-T Tax Statement

Important Tax Statement

Sign up for electronic 1098-T Tuition Statement Form

By receiving your form online, you will be able to access your 1098-T Form in self-service at any time where you can view and/or print a copy, if needed.

Please consider the environment - and click 'Accept' below to receive your 1098-T online.

Go paperless!

Simply click the "Accept" button below.

REMIND ME LATER

ACCEPT

Cancel

Step 2: Access 1098-T Tax Statement

Once you have signed up for electronic 1098-T Tuition Statements, from the Student Center, select “View 1098-T” located in the dropdown menu box in the “Finances” tab. Press the blue arrows to continue.

The screenshot shows the myWNC Student Center interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Self Service", and "Student Center". Below this is the "Student Center" header. The main content area is divided into several sections:

- Academics:** Includes links for "Search", "Plan", "Enroll", and "My Academics". There is a "Deadlines" and "URL" section, and a "This Week's Schedule" table with columns for "Class" and "Schedule". A dropdown menu is open, showing "other academic..." with blue arrows.
- Finances:** Includes links for "My Account" (Account Inquiry, Enroll In Direct Deposit, Class Refund Dates) and "Financial Aid" (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid). A dropdown menu is open, showing "other financial..." with blue arrows.
- Personal Information:** Includes links for "Demographic Data" and "Emergency Contact". There is a "Contact Information" section with fields for "Home Address" and "Mailing Address".

On the right side, there are several utility boxes:

- SEARCH FOR CLASSES** (button)
- Communication Center:** Includes a link "Go To Communication Center".
- Holds:** Shows "WNC Admissions & Records Hold" with a "details" link.
- To Do List:** Shows "No To Do's".
- Enrollment Dates:** Includes a link "Open Enrollment Dates".
- Advisor:** Shows "Program Advisor" as "None Assigned".
- Third Party Release:** Includes a link "Manage Third Party Releases".

A list of available 1098-T statements will display. To view a form, click the blue hyperlink corresponding to the tax year.



[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Student Center](#) > [View 1098-T](#)

go to ...

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

[enroll in payment plan](#) [1098t tax form](#)

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. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on 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.

View 1098-T

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

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2018	Original	886000024	BOARD OF REGENTS NSHE		03/13/2019

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

[Enroll In Payment Plan](#) [1098t Tax Form](#)

go to ...

The statement will load as a PDF that can be printed or saved.

CORRECTED

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 \$ 2	OMB No. 1545-1574 2018 Form 1098-T	Tuition Statement Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
FILER'S employer identification no.	STUDENT'S TIN	3 If this box is checked, your educational institution changed its reporting method for 2018	<input type="checkbox"/>	
STUDENT'S name		4 Adjustments made for a prior year \$	5 Scholarships or grants \$	
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year \$	7 Checked if the amount in box 1 includes amounts for an academic period beginning January—March 2019	
City or town, state or province, country, and ZIP or foreign postal code		8 Check if at least half-time student	<input type="checkbox"/>	
Service Provider/Acct. No. (see instr.)	9 Checked if a graduate student	<input type="checkbox"/>	10 Ins. contract reimb./refund \$	

Form **1098-T** (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service