

1098T Electronic Copy in MyCentral:

In January, students may retrieve a copy of the 1098-T within the UCM Payment Center in MyCentral:

1. Log into MyCentral.
2. Click on the Student/Student Financial Services option, then the "Continue to UCM Payment Center" button.
3. After a few seconds, the UCM Payment Center screen will load.
4. In the middle of the screen, locate the "1098-T" section.
5. Click on the "1098-T Tax Statement" link.
6. Click on the "1098-T Statements" link to view the document.

Paper Copies:

Paper copies of the 1098T are only sent if you *did not* consent to electronic delivery in the UCM Payment Center in MyCentral. In these instances, ECSI will mail the 1098-T to the permanent home address on file by the end of January.

1. Address changes must be completed with the Registrar by the end of December.
2. Paper copies will only be mailed to students that *have not* elected to receive the document electronically.
3. Click on the "1098-T" link to view the document.

Paper Copy Lost/Missing/Not Received (if electronic consent not given):

The document may be retrieved from <https://heartland.ecsi.net> if you do not receive your copy in the mail.

1. Navigate to <https://heartland.ecsi.net> and ensure your pop-up blocker is disabled.
2. Choose the option: "Accessing Your 1098-T or 1098-E Document."
3. Use the first option: "Want to look up your 1098-T or 1098-E tax form?"
4. Type in the appropriate information.
5. Click on the "1098-T" link.
6. Provide the information as prompted (First, Last, Social Security Number or Tax Identification Number, and Zip Code).
7. Continue following the instructions as prompted.

Please note:

- Consent to electronic 1098-T delivery must be completed through the UCM Payment Center.
- FERPA waivers must be completed through UCM's FERPA waiver process.