PRINT YOUR 1098-T TAX FORM

Albany State University
POTENTIAL. REALIZED.

There are **two options** in which the 1098-T tax form (TUITION STATEMENT) can be accessed. The form can be accessed from ASU BannerWeb or www.1098T.com. See Instructions below.

OPTION 1: Banner Web

- Go to **www.asurams.edu**
- From Quick Links (top right corner), click on **Banner**
- Click **Login to secure area**
- Enter your **Ram ID#** and **Banner password**, Click Login [If user does not know Ram ID#, Click on Retrieve ID or If user needs password assistance, please call the ASU Helpdesk at (229) 430-4909]
- Select **Student & Financial Aid**
- Select **Student Account Information**
- Select **Tax Notification**
- **Enter Tax Year** and click submit
- **Print** copy
- **Log Off**

OPTION 2: WWW.1098T.COM

CURRENT STUDENTS

CHOICE 1: USE SOCIAL SECURITY NUMBER

- Go to **www.1098T.com**
- Click on **Access My Record** (on left side of menu)
- Enter **Social Security Number** and **Last Name** – Click Login (Leave Password Blank)
- Enter **First Name** – Click Next
- Create **Password**, Enter **Mother's Maiden Name** & **Student's Date of Birth**
- Click Finish
- **Select Tax Year**
- Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form
- **Log Off**

CHOICE 2: USE STUDENT ID NUMBER

- Go to **www.1098t.com**
- Click on **Access My Record** (on left side of menu)
- Click on **Click here to Login using your Student Identification Number**
- Enter **Student ID#** and **Last Name,** Click Login (Leave Password Blank)
- Enter **First Name** - Click Next
- Enter **Mother's Maiden Name** and **Student's Date of Birth** – Click Next
- Your password will appear (Please keep for future reference) – Click Proceed
- **Select Tax Year**
- Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form
- **Log Off**

NON-CURRENT STUDENTS

USE STUDENT ID NUMBER

- Go to **www.1098t.com**
- Click on **Access My Record** (on left side of menu)
- Click on **Click here to Login using your Student Identification Number**
- Enter **Student ID#** and **Last Name,** Click Login (Leave Password Blank)
- Enter **First Name** - Click Next
- Enter **Mother's Maiden Name** and **Student's Date of Birth** – Click Next
- Your password will appear (Please keep for future reference) – Click Proceed
- **Select Tax Year**
- Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form
- **Log Off**

IMPORTANT NOTE

The instructions for www.1098t.com are for persons using the site for the first time.
Return users to www.1098T.com are to sign in using their selected password.
Only leave your password blank if (**a**) you have never logged into the site or (**b**) you do not remember your password.

Current year 1098-T forms are mailed to all eligible students' home addresses by January 31st.

For assistance, please call the Office of Financial Operations at (229) 430- 4610.