ACCESS YOUR 1098-T TAX FORM

Albany State University
POTENTIAL. REALIZED.

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

Option 1: BannerWeb

- 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
  - 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

Option 2: WWW.1098T.COM

FIRST TIME USERS

- 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 **Ram 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 PIN will appear (Please keep for future reference) – Click Proceed
  - The PIN assigned is valid for all future visits to this site.
- In drop down box, **Select Tax Year** (green box) – Click Select
- From Left Menu, Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form

RETURN USERS

- 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 **Ram ID#, Last Name**, and **Password -** Click Login
- In drop down box, **Select Tax Year** (green box) – Click Select
- From Left Menu, Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form

IF YOU NEED ASSISTANCE WITH ACCESSING YOUR 1098-T FORM, PLEASE CONTACT FINANCIAL OPERATIONS.