

# PRINT YOUR 1098-T TAX FORM

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](http://www.1098T.com). See Instructions below.

**Note:** Hard copy 1098-T forms will be mailed by January 31st.

## OPTION 1: BannerWeb

- Go to [www.asurams.edu](http://www.asurams.edu)
- From MyCampus (top right corner), click on **Banner**
- Click **Login to secure area**
- Enter your **Student ID#** and **Banner password**, Click Login [If user does not know Student 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

### FIRST TIME USERS

#### 2013-2014 Tax Year INSTRUCTIONS [use Social Security Number]

- Go to [www.1098T.com](http://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**

#### Prior to 2013 Tax Year INSTRUCTIONS [use Student ID Number]

- Go to [www.1098t.com](http://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**

### RETURN USERS

#### 2013-2014 Tax Year INSTRUCTIONS

- Go to [www.1098T.com](http://www.1098T.com)
- Click on **Access My Record** (on left side of menu)
- Enter **Social Security Number, Last Name** and **Password**
- Click Login
- In drop down box, **Select Tax Year**
- Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form
- **Log Off**

#### Prior to 2013 Tax Year INSTRUCTIONS

- Go to [www.1098T.com](http://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#, Last Name, and Password** - Click Login
- In drop down box, **Select Tax Year**
- Click on **View MY 1098T Tax Form**
- **Print** copy (pdf) of 1098-T form
- **Log Off**

For general questions, please call the Office of Financial Operations at (229) 430- 4610. For technical assistance with password/student ID, call (229) 430-4909.