UW-Green Bay has implemented student “self-serve” in SIS for accessing your IRS 1098-T tax document for all campus location students.

- The SIS 1098-T ‘Self-Serve’ option is available for students to access the IRS document for calendar years 2019 and forward.

- All UW-Green Bay students with access to their student account in SIS have the ability to view and print their 1098-T form directly from their SIS ‘home’ page beginning with Tax Year 2019 and forward.

- When you ‘view’ your 1098-T we recommend you print the document. Once you view the document, you will not receive a mailed paper copy.

- Students that do not ‘view’ the current tax year document via their SIS account will receive a mailed paper copy at the end of January.

** STEPS TO ACCESS “1098-T Self-Serve” through your SIS account:**

A. In the "Finance Section" on the ‘home page’ of your SIS student account use the drop-down arrow in the selection box and pick "View 1098-T".

B. Click the double arrows to the right side of the selection box.
C. First time you access the “View 1098-T” screen, you will see a screen with message stating you “You have not consented to receive your 1098-T via on-line access”. Screen also has a listing of which Tax Years the document is available for you to view and print

- You need to complete the Grant Consent step the first time you access the 1098-T through your SIS account.
- The Consent step MUST be completed before you are able to view any 1098-T documents listed.
  > Click on the “Grant Consent” button on the ‘View 1098-T’ page.

D. Please review the consent Agreement that appears.
  > To ‘accept’ Consent place a check (v) in the box on the left side of “Yes, I have read the agreement:
  > Click ‘Submit’ after you have checked the agreement box

E. After submitting your Consent, the “1098-T Consent Confirmation” screen appears.
Click on the “View 1098-T Selection” box which will bring up a listing of 1098-T forms available for your selection to view and print.

Next screen will show which 1098-T documents are available for you to view and print.

Click on the Tax Year document you wish to view/print.

### 2. 1098-T Consent Confirmation

You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

#### 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. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting 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.

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<th>Description</th>
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</table>
G. When you ‘view’ the 1098-T document we recommend you “Print” the document for your records upon viewing the 1098-T.

- Once you ‘view’ the document, you will not receive a mailed paper copy.
- To Print – click the “printer icon” in top right hand of upper toolbar.