Tax year 2020 1098-T IRS Document

We are happy to announce that effective with Year Ending 2020 UW Green Bay has implemented student ‘self-serve’ in SIS for accessing your IRS 1098-T tax document.

- The SIS 1098-T self-serve is available for Tax Year 2020 and forward.
- Please LOG INTO YOUR UW-GREEN BAY SIS account and verify your “Home” address is correct.
- As a current active student, you will have the ability to view and print your 1098-T form directly from the ‘home’ page of your SIS account.
- When you ‘view’ your 1098-T we recommend you print the document. Once you complete the consent to view your 1098-T, you will no longer receive mailed paper copies (both for current year and future years).
- Please see https://www.uwgb.edu/bursar/1098t-tax-information/ for additional information regarding the 1098-T form, and instructions on how to obtain the document for tax years prior to 2020.
- Students that do not ‘complete the consent’ to be able to ‘view’ the 1098-T document via their SIS account will receive a mailed paper copy at the end of January.
- Effective immediately you can follow the steps below to complete the 1098-T consent.

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

A. In the "Finance Section" use the drop-down arrow in 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.

If you have any questions about this email, please contact:

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