

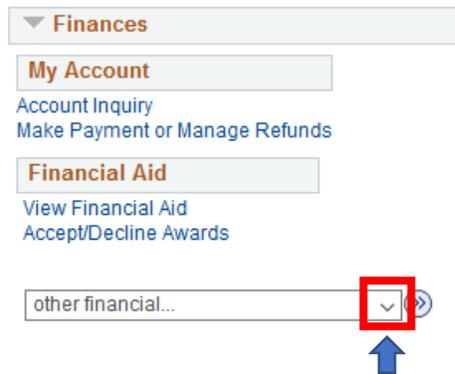
Tax year 2020 1098-T IRS Document

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.

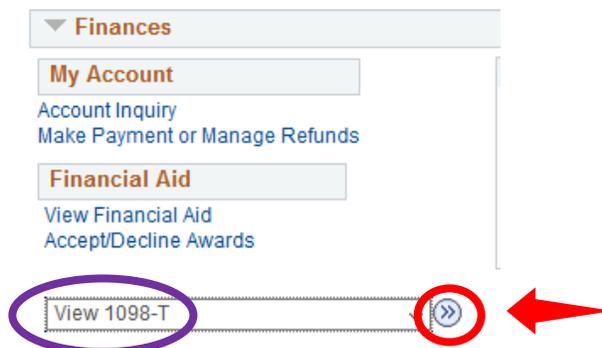
- The SIS 1098-T self-serve is available for Tax Year 2020 and forward.
- Please **LOG INTO YOUR UW-GREEN BAY SIS** account and **verify your "Home" address is correct**.
- As a current active student, you will have the ability to view and print your 1098-T form directly from the 'home' page of your 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.

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.

1098-T Report Selection

General		Box Amount			
Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2020	Original	██████████	UW GREEN BAY		
2019	Original	██████████	UW GREEN BAY		

 You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.





- 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

1098-T Consent



1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the “Yes, I have read the agreement” checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated

08/17/2020

Yes, I have read the agreement

Cancel

Submit

- 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.

1098-T Consent



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

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1098-T Report Selection

1098-T Report Selection						
General		Box Amount				
Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date	
2020	Original		UW GREEN BAY			
2019	Original		UW GREEN BAY			



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

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