

## **How to Access Your IRS Form 1098-T Online**

For full directions and information, please visit Harper College's [Tax Information](#) page.

### **Credit Students:**

Log into your [MyHarper Portal](#).

- Click on your Finances icon
- Click on your Online Payments icon
- Click on the 'View 1098-T' link in the '1098-T Documentation' section

### **Once Logged In:**

- If you have not previously provided consent to receive your tax form electronically, you will need to click the 'Online Consent' link on the left. This is mandatory to access your 1098T electronically.
- Read the information on the page and then click the 'Accept Consent' if you agree.
- Click Submit.
- Select the 'Year' from the dropdown box on the left to set which year's 1098T you want to access.
- Click the 'View/Print My 1098-T' button on the left side of the page.
- Click the 'Print 1098-T (PDF)' link to open your 1098T as a PDF file.

### **Community Education/Continuing Professional Education Non-Credit Students**

The IRS does not require the Form 1098-T to be sent to students for Continuing Education non-credit classes. Please read IRS Publication 970 about the possibility of using the Lifetime Learning Credit for these types of classes. You may use copies of your receipts in those instances.

### **All Students:**

"If you need to update your Social Security or Tax Identification Number, please follow the directions on Harper College's [Tax Information](#) page."

Please refer to IRS Publication 970 for assistance as to how to compute your tax credit. It can be found on the IRS website at [www.irs.gov](http://www.irs.gov).

If you have questions about the IRS Form 1098-T, contact the Business Office at [businessoffice@harpercollege.edu](mailto:businessoffice@harpercollege.edu).