

Steps to Access your 1098-T form

How to consent to electronic delivery for your 1098-T form

1. Log into MySouthwestern
2. Select Self-Service
3. Select the "Tax Information" link
4. Select the "1098 Information" tab (The Tax Information screen will open to the "W-2 Information" tab.)
5. The first statement under the "1098 Information" tab shows your current option that is currently selected:
 - If it says "select an option below to set your preference for receiving your electronic 1098" you have not previously selected your preference. Select one of the two options and click save.
 - If it says "You have opted to withhold consent to view your 1098 online." it means you are NOT set up for electronic delivery and your 1098-T form will be mailed to your permanent home address on Jan 31st.
 - If it says "You have opted to receive your 1098 in electronic format" it means that you have already given consent for electronic format and a paper 1098-T form will not be mailed.
6. To change your current option, click on the "Change Preferences" button at the end of the statement, select your desired option, and click "Save" on the right under the options.

How to access your electronic 1098-T form

After you have logged in to WebAdvisor and given consent to receive your 1098-T in electronic format (see instructions above), your electronic 1098-Ts will appear for all prior years at the bottom of the screen. Click the link for the desired tax year to view and print your 1098-T form.

[Financial Information](#) · [Tax Information](#)

Tax Information

W-2 Information **1098 Information**

You have opted to receive your 1098 in electronic format. [Change Preferences](#)

Receive my 1098 only in electronic format
By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098-T tax form in electronic format, I will receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent.

1098 Statements		Electronic 1098 Consent History	
Tax Year	Notation	Date	Consent Status
2018	2018 1098T Statement	01-14-2019 9:24:57 PM	Consent Given
2017	2017 1098T Statement		

