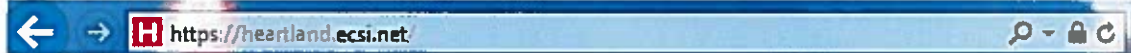
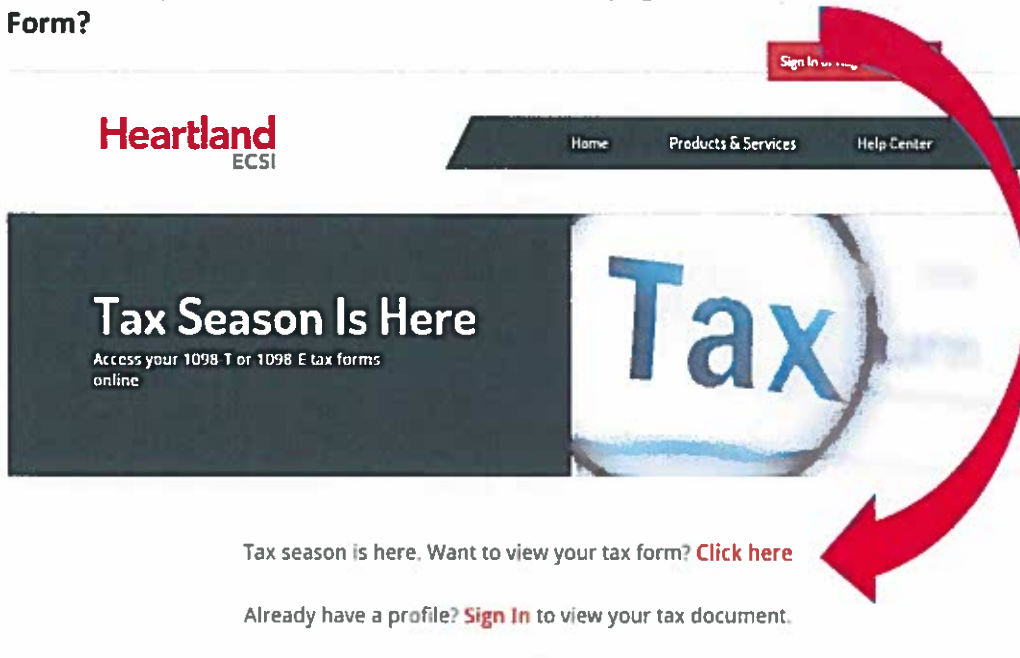


## Search For Your Tax Document

Step 1 Open your web browser and navigate to <https://heartland.ecsi.net>



Step 2 Select the option on the Heartland ECSI home page **Click here after Want to view your tax Form?**

A screenshot of the Heartland ECSI home page. At the top left is the "Heartland ECSI" logo. To the right is a navigation menu with "Home", "Products & Services", and "Help Center". Below the navigation is a large banner with the text "Tax Season Is Here" and "Access your 1098 T or 1098 E tax forms online". To the right of the banner is a magnifying glass icon with the word "Tax" inside it. Below the banner, there is a link that says "Tax season is here. Want to view your tax form? [Click here](#)". A red arrow points from the "Click here" link to a "Sign In" link in the top right corner of the page.


Step 3 Search for the name of the school in the field **School Name**, select the school from the list, and click **Submit**.

A screenshot of the "Search For Your Tax Document" page. At the top is a banner with the text "Search For Your Tax Document" and a background image of a school building. Below the banner is a red bar with the text: "This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser." Below the red bar is the text "First, let's check to make sure your school has posted their tax documents." Below this is a search form with the label "School Name (start by typing the first several letters of your school name)". The form contains a dropdown menu with "Alvin" selected and "Alvin Community College" listed below it. A red "Submit" button is located at the bottom of the form.

Step 4

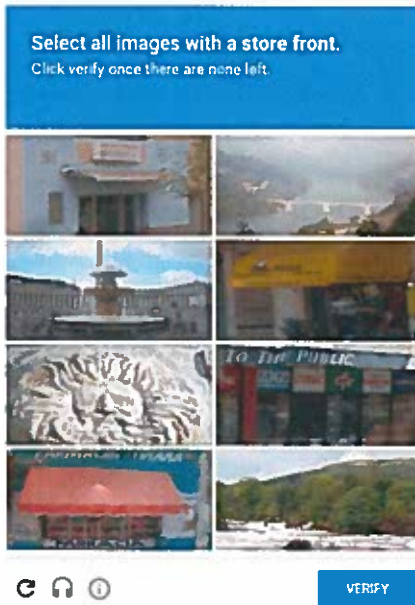
Students must pass authentication before viewing their 1098-T form. Enter **First Name, Last Name, Social Security # (xxx-xx-xxxx)**, and **Zip code** in the required fields.  
The information entered by the student must exactly match the information each school has on file for the students.

School Name (start by typing the first several letters of your school name)

  
  
  
  
  
 I'm not a robot   


Step 5

To complete authentication, check the box for **I am not a robot** and verify the information requested by the website. Once completed, click **Verify**.



Step 6

Click **Continue**.

I'm not a robot 

**Step 7 The Tax Document Information window appears listing the current year's tax forms.**

Click on the + sign to the right of Status: Delivered (US Mail) for the 1098-T

**YOUR TAX STATEMENT**

The detail shown below is for informational purposes only. If you would like to access prior year tax documents, you will need to create a profile and connect your account. To learn how to connect your account, please visit the the Help Center.

STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

**1098-T STATEMENT**

Status: Delivered (US Mail) +

**1098-E STATEMENT**

Status: (Not Available) +

**Step 8 Viewing Your Tax Statement**

Click on the View/Print Statement option.

**Note: Students must turn off the pop-up blocker on their web browser for the tax form to appear.**

STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

**1098-T STATEMENT**

Status: Delivered (US Mail) -

Reporting Institution:	Alvin Community College	Tax Year:	2016
Delivery Address:	<input type="text"/>		
Box 1 ("Payments"):	\$0.00	Box 2 ("Charges"):	\$348.00
Box 3 ("Reporting Method Changed"):	No	Box 4 ("Prior Year Adjustments"):	\$0.00
Box 5 ("Scholarships & Grants"):	\$0.00	Box 6 ("Prior Year Adjustments (scholarships/grants)"):	\$0.00
Box 7 ("Amounts for Upcoming Term"):	No	Box 8 ("Half-Time or Above"):	No
Box 9 ("Graduate Student"):	No	Box 10 ("Inst. Contract Renewal/Refund"):	\$0.00

[View/Print Statement](#) +  
You must turn off your pop-up blocker to view and print the tax forms.

[Make a Change](#) +  
Select this option if you would like to update your SSN, Name or Address listed on your tax form.

[Create a Dispute](#) +  
Select this option if you disagree with information shown in the boxes of your tax forms.

1098-T status, when received, day of week, week or year-term, identity, SSN of filer, exempt status, and recipient address Alvin Community College 1118 Mountain Road Alvin TX 77511 Contact: C211 756-1511 8570 866-423-1099		If recipient requests for updated address and related responses If filer has a financial year adjustment and changes in reporting method for 2016 If filer has a financial year adjustment and changes in reporting method for 2016 If filer has a financial year adjustment and changes in reporting method for 2016	2016 Form 1098-T	Taxform Statements Copy B For Student This is important for submission and a being approved in the Student Services. This document is used to complete Form 5482 to check submission status. This is to be prepared at the time you prepare the tax return.
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Form 1098-T (Copy for your records) www.irs.gov/1098 Department of the Treasury-Internal Revenue Service  
 If you have any general questions, please visit <http://www.irs.gov/1098> for information regarding your tax documents and to obtain contact information for ECSI. If you have any questions regarding the financial information on your 1098-T, please contact your school directly.  
 \*Under your school's ECSI tax services tax questions or provide tax advice, you must contact your tax professional.

Transaction History	Transaction History
Trans Date	Trans Date
Box #	Box #
Trans Description	Trans Description
Trans Amt	Trans Amt