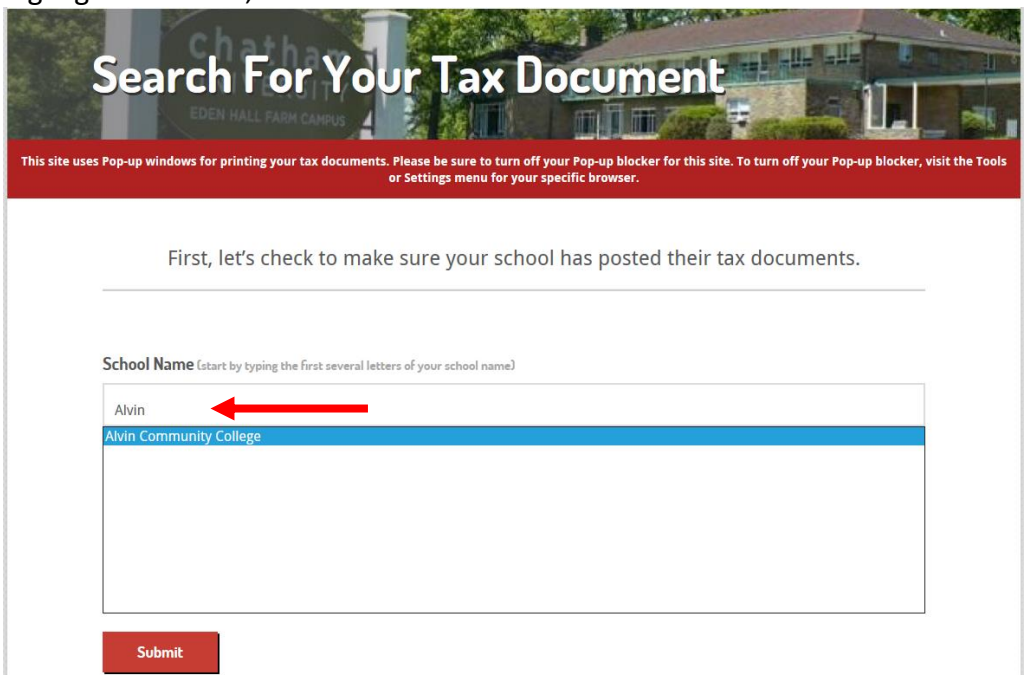
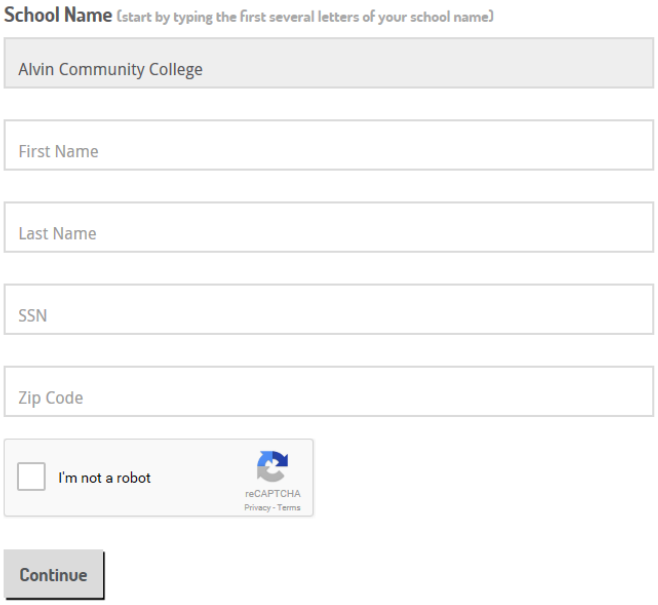
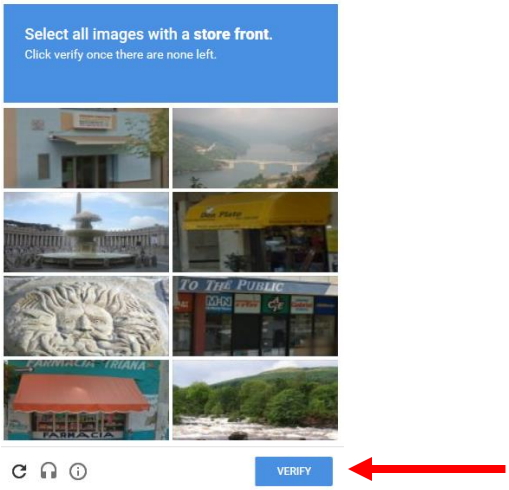
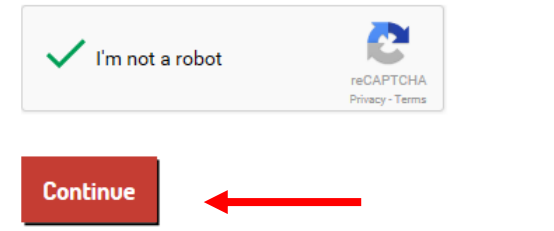
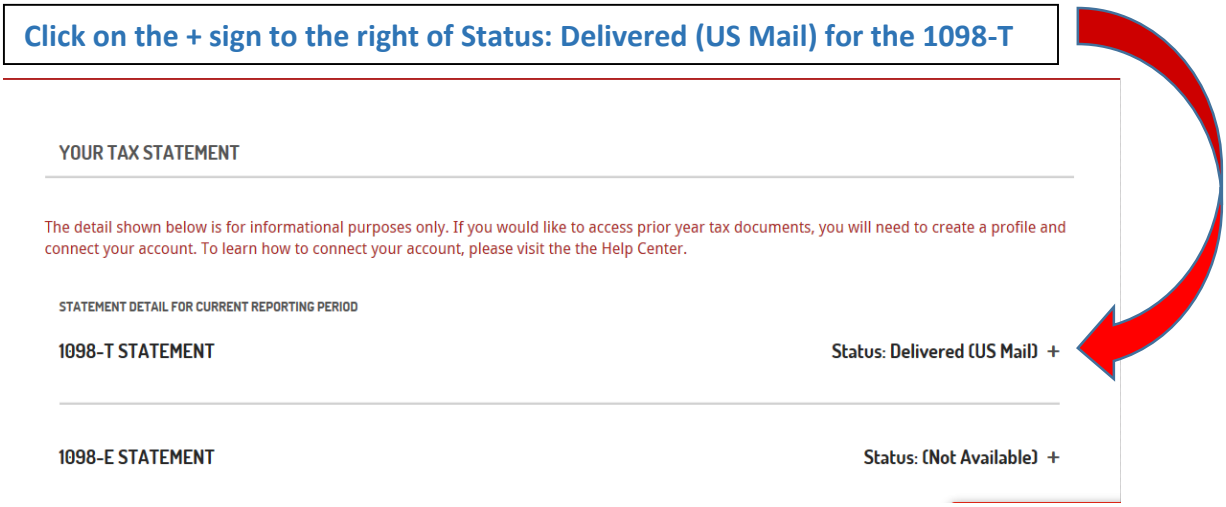
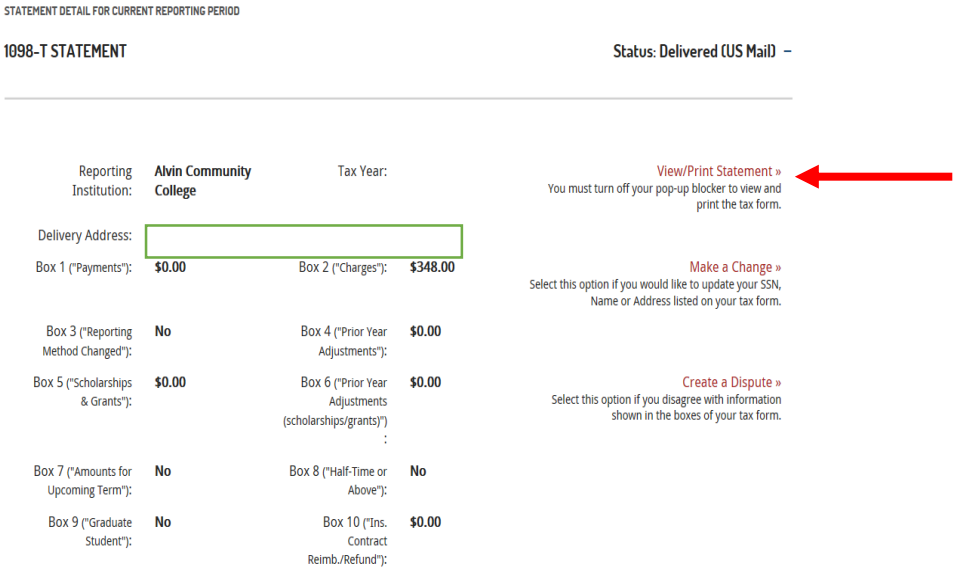
Search For Your Tax Document	
Step1	Search for the name of the school <u>under</u> the field **School Name**, select the school from the list highlighted in blue, and click **Submit**. 
Step 2	Students must pass authentication before viewing their 1098-T form. Enter **First Name**, **Last Name**, **Social Security # (xxx-xx-xxxx)**, and **Zip code** in the required fields. *<u>The information entered by the student must exactly match the information each school has on file for the students</u>*. 

Step3	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 4	Click **Continue**. 
Step5	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** 

Step6	**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.***