

Website Address: <https://heartland.ecsi.net/index.main.html#/access/lookup>

Click on "GO" under "I need my 1098-T Tuition tax statement"

The screenshot shows the ECSI website header with navigation links: Home, Download Forms, Help Center, and Contact Us. Below the header is a large section titled "Search For Your Tax Document". A red banner below the title contains 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."

Which tax statement do you need?

**I need my 1098-T Tuition tax statement.**

If you paid tuition expenses to a college or university, a 1098-T form will show the tuition expenses that you paid. You may be eligible to use these expenses to adjust your income or tax credit for your federal tax return.

Eligibility may vary based on your individual situation. Please visit the IRS.gov website to find out if you are eligible for this adjustment.

GO >>



**I need my 1098-E Student Loan Interest tax statement.**

If you made federal student loan payments, a 1098-E Student Loan Interest tax statement will show the interest you paid on your loans. You may be eligible to deduct a portion of the interest you paid on your federal tax return.

Eligibility may vary based on your individual situation. Please visit the IRS.gov website to find out if you are eligible for this deduction.

GO >>

Step 1 Search for the name of the school under the field **School Name**, select the school from the list highlighted in blue, and click **Submit**.

The screenshot shows the search interface for tax documents. At the top, there is a banner with the text "Search For Your Tax Document" and a red banner with the same disclaimer as the previous screenshot. Below the banner, the text reads: "First, let's check to make sure your school has posted their tax documents." There is a search input field labeled "School Name (start by typing the first several letters of your school name)". The text "Alvin" is entered into the field, and a red arrow points to it. Below the input field, a dropdown menu is open, showing "Alvin Community College" highlighted in blue. At the bottom of the search area, there is a red "Submit" button.

Step 2

Enter **First Name**, **Last Name**, **Social Security # (xxx-xx-xxxx)**, and **Zip code** in the required fields. Students must pass authentication “I’m not a robot” before viewing their 1098-T form. The information entered by the student must exactly match the information each school has on file for the students.

School Name

Alvin Community College

First Name

Last Name

SSN

Zip Code

I'm not a robot



Continue

Step 3

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

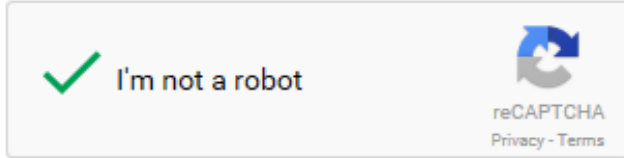
Select all images with a store front.  
Click verify once there are none left.

⌂ 🎧 ⓘ

VERIFY



Step 4 Click **Continue**.



Step 5 The **Tax Document Information** window appears listing the current year's tax forms. Click on "**View Details**" for the 1098-T

YOUR TAX STATEMENT

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STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

1098-T STATEMENT

Status: Delivered

[View Details »](#)



Step 6

### 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**

[View/Print Statement »](#)

You must turn off your pop-up blocker to view and print the tax form.

Delivery Address:

Box 1 ("Payments"): **\$0.00** Box 2 ("Charges"): **\$348.00**

[Make a Change »](#)

Select this option if you would like to update your SSN, Name or Address listed on your tax form.

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**

[Create a Dispute »](#)

Select this option if you disagree with information shown in the boxes of your tax form.

Box 7 ("Amounts for Upcoming Term"): **No** Box 8 ("Half-Time or Above"): **No**

Box 9 ("Graduate Student"): **No** Box 10 ("Ins. Contract Reimb./Refund"): **\$0.00**