

## Accessing Form 1098-T

### 1. How do I get my Form 1098-T online?

- a) Log in through your student portal at my.moody.edu.
- b) In student portal, go to the Student Center > Finances > My Account > View 1098-T.
- c) Read Instructions to view 1098-T.
- d) If the system requires consent, click “Grant Consent”, choose the “Yes” box, and submit.
- e) Click view 1098-T selection.
- f) Then, click on link for year needed.
- g) 1098-T will display. If the pdf of the form does not display, then check for and remove pop-up blockers.

### 2. Will I need any additional software?

You will only need the free [Adobe Reader](#).

### 3. Will I still get a paper tax form?

With our online access, you can print your own tax form whenever you need. Students who graduated in the previous calendar year or are not attending the current calendar year will receive one paper copy of their form in the mail. That form will be mailed to the student's permanent address on record by the end of January of the current year.

### 4. Can I get other Moody tax forms online?

Not at this time. Forms W-2 and 1099-MISC will be sent in paper form.

For more information, please contact payroll at 312-329-2212 or 312-329-2211.

### 5. I can't log in! How do I get my Form 1098-T?

Your password has likely expired. Call our Help Desk at 312-329-4001 or send an email to [its@moody.edu](mailto:its@moody.edu) for assistance with resetting your password. Once your password is reset, you can log in and download your tax form.