

How to Grant Electronic-Only Receipt of 1098-T Data

To grant permission to receive your 1098-T form by electronic-only format, log in to SIS and use the left-hand menu to choose >Campus Finances >View 1098-T. You will be able to tell from this page if you have previously granted electronic permission as referenced in the blue information box. Please note: you may still view your 1098-T electronically even if you have not consented to receive your 1098-T via on-line access. It will simply be uploaded to your SIS account AND mailed to you.

The screenshot shows the SIS interface. On the left is a 'Menu' with 'View 1098-T' selected under 'Campus Finances'. The main content area has a search bar and two buttons: 'Account Inquiry' (with '1098t tax form' below it) and 'Account Services' (with 'student permission' below it). Below these is the 'View 1098-T' section, which includes a note about printed dates and a table of tax forms. A blue information box at the bottom states: 'You have not consented to receive your 1098-T via on-line access. Click the Grant Consent push button to allow on-line receipt.'

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2010	Original		University of Virginia	01/26/2011	03/24/2011
2009	Original		University of Virginia	01/28/2010	03/30/2010

Here is a slightly larger screenshot including the "Grant Consent" button.

This screenshot is identical to the first one, but it includes a green button labeled 'GRANT CONSENT' at the bottom right of the page, which is pointed to by an arrow from the text above.

You may also view your permissions by clicking on the “student permission” menu at the top right of the screen.

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with categories like 'Self Service', 'Campus Finances', and 'Campus Personal Information'. Under 'Campus Finances', 'View Student Permissions' is selected. The main content area features a header with 'Account Inquiry' and 'Account Services' buttons, and a 'Student Permissions' section. A message box states 'No student permission information on file.' Below this is a green 'GRANT PERMISSIONS' button. At the bottom, there are links for 'Account Inquiry', 'Account Services', '1098t Tax Form', and 'Student Permission', along with a 'go to ...' search box.

If you choose the green “Grant Consent” button from the 1098-T page, you will be taken to the screen below and prompted to read the agreement. Please note that the language states clearly that by agreeing to these terms the form will no longer be received via US mail. Check the box indicating that you have read the agreement, and then click “Submit”.

The screenshot shows a web application interface for the '1098-T Consent' page. The left sidebar shows a 'Menu' with 'View Student Permissions' selected. The main content area has a header with '1098-T Consent' and a sub-header '1. 1098-T Consent Agreement'. The text reads: 'I agree to receive my 1098-T Tax form electronically through on-line access. Clicking the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Click the Submit push button to always access your 1098-T on-line. Click the Cancel push button to return to the 1098-T Year selection.' Below this is the text 'The agreement is dated: 11/29/2011' and a checked checkbox 'Yes, I have read the agreement'. At the bottom are 'CANCEL' and 'SUBMIT' buttons. Two arrows point from the text above to the checkbox and the 'SUBMIT' button.

Here is the confirmation page.

Menu

- Self Service
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Account Inquiry
 - Make a Payment
 - Accept/Decline Awards
 - View Financial Aid
 - Report Aid from Other Sources
 - View 1098-T**
 - View Student Permissions
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Student Center
 - Class Search
 - Browse Course Catalog
 - Discoverer Login

1098-T Consent

2. 1098-T Consent Confirmation

✓ You have elected to receive your 1098-T electronically instead of through the US mail. Click the View 1098-T Selection button to continue viewing your 1098-T.

VIEW 1098-T SELECTION

Once you've completed this process you may use the green "View 1098-T Selection" to view your 1098-T form.

You may also view your 1098-T data by using the drop down menu >Finances on your SIS homepage. Simply choose the "View 1098-T" option and press the arrow icon.

Finances

My Account

- Account Inquiry
- QuikPay@UVA

Financial Aid

- View Financial Aid
- Accept/Decline Awards
- Report Other Financial Aid
- Apply for Financial Aid 2011-12
- Apply for Financial Aid 2012-13

Account Summary

■ Past Due	0.00
■ Current Due	0.00
■ Future Due	18,318.00
■ Deposit Due	0.00

Currency used is US Dollar.

Other U.Va.

- UREG - University Registrar
- Student Financial Services
- International Studies Office

View 1098-T