

# **IMPORTANT SYSTEM REQUIREMENTS**

There are specific system requirements that are necessary to download a 1098-T document from MyUNLV.

Please review the following requirements prior to granting consent.

## **System Requirements:**

### **Windows**

Intel® Pentium® III or equivalent processor

Microsoft Windows 98 Second Edition, Windows Millennium Edition, Windows NT 4.0, Microsoft Windows Vista, Windows XP Professional, Home Edition, Microsoft Windows 2000, Windows 2003 Server

32MB of RAM (64MB recommended)

60MB of available hard-disk space

Microsoft Internet Explorer 5.01, 5.5, 6.0, or 6.1 or 7.0, Firefox 1.5 or 2.0, Mozilla 1.7, AOL 9

Adobe Reader Version 4.0 or greater

### **Macintosh**

PowerPC® G3, G4, G5 or Intel® processor

Mac OS X 10.4.3 to 10.4.9

128MB of RAM (256MB recommended for complex forms or large documents)

70MB of available hard-disk space)

Safari 2.0.2

Adobe Reader Version 4.0 or greater

# IMPORTANT PREREQUISITES

Please be aware that if you should choose to download information from this secure website via one of the above methods, you assume responsibility for the security of the images or documents that you have downloaded.

## 1098T - Tax Year 2011

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### 1098T Authorization

UNLV will issue 1098-T tax forms for 2011 in January 2012 in accordance with IRS regulations. Select 'Accept' below to consent to viewing your 1098-T form online and to receive forms for future tax years electronically.

By receiving your form online, you will be able to access your Form 1098-T in self-service at any time where you can view and/or print a copy, if needed.

Please consider the environment - go paperless and click 'Accept' below to receive your 1098-T online.

REMIND ME LATER

DECLINE

ACCEPT



You must have agreed to receive your 1098-T electronically by accepting the consent agreement presented as a “pop up” window in your MyUNLV Student Center.

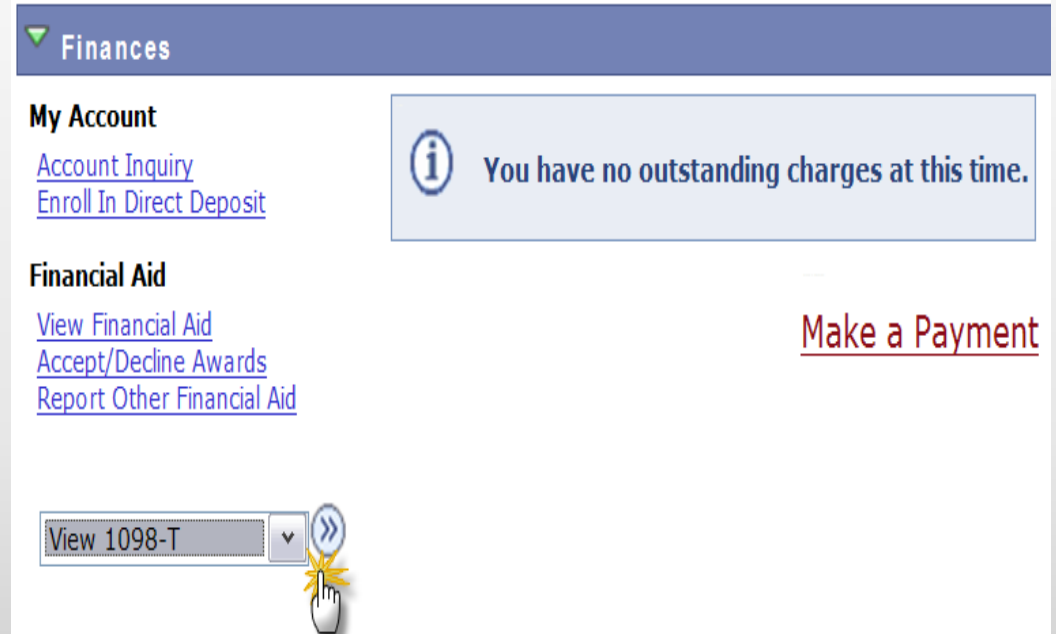
*If you have **NOT** accepted, please log in to MyUNLV and do so now.*

*Instructions for **Granting Consent**, please scroll down to page 6.*

# Viewing and Downloading a 1098-T

## Step 1: Navigating to the 1098-T

- a. Student Center Main page
- b. Finance Section-go to *other financial...*
- c. Click on the dropdown and select the View 1098-T option
- d. Click the radio button



The screenshot shows the 'Finances' section of a student center website. It includes a 'My Account' section with links for 'Account Inquiry' and 'Enroll In Direct Deposit'. A notification box states 'You have no outstanding charges at this time.' Below this is the 'Financial Aid' section with links for 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. A 'Make a Payment' link is also visible. At the bottom, a dropdown menu is open, showing 'View 1098-T' as the selected option, with a hand cursor clicking on a radio button next to it.

### Please Note:

You must have your browser pop up blocker turned OFF to view or download form.

# Viewing and Downloading a 1098-T

## Step 2: Viewing 1098-T- General Tab

Click the link for the year you want to view and download your 1098-T.

A **PDF** document of your 1098-T will open.

## Step 3: Viewing 1098-T- Box Amount Tab

### View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:

1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

### View 1098-T

General

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
<a href="#">2011</a>	Original	886000024	Board of Regents NSHE		
<a href="#">2010</a>	Original	886000024	Board of Regents NSHE	01/28/2011	03/02/2011

[Account Inquiry](#) [Electronic Payments/purchases](#) [Account Services](#)

### View 1098-T

General

Box Amount

Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments
<a href="#">2011</a>	Original		<a href="#">4856.66</a>	<a href="#">2143.02</a>	<a href="#">5000.00</a>	
<a href="#">2010</a>	Original		4630.74		2500.00	

This option provides you details for the qualified charges billed during the calendar year.

# Viewing and Printing a 1098-T

CORRECTED

FILER'S name, street address, city, state, ZIP code, and telephone number Board of Regents NSHE University of Nevada, Las Vegas 4505 S Maryland Parkway Las Vegas NV 89154-1015 UNLV Student Accounts 702/895-3683		<b>1</b> Payments received for qualified tuition and related expenses <b>\$</b>	OMB No. 1545-1574  <b>2011</b>  Form <b>1098-T</b>	<b>Tuition Statement</b>
FILER'S federal identification no. <small>XXXXXXXXXX</small>	STUDENT'S social security number <small>XXXXXXXXXX</small>	<b>2</b> Amounts billed for qualified tuition and related expenses <b>\$</b> 4856.66	<b>3</b> If this box is checked, your educational institution has changed its reporting method for 2011 <input type="checkbox"/>	
STUDENT'S name <small>XXXXXXXXXX</small>		<b>4</b> Adjustments made for a prior year <b>\$</b> 2143.02	<b>5</b> Scholarships or grants <b>\$</b> 5000.00	
Street address (including apt. no.) <small>XXXXXXXXXX</small>		<b>6</b> Adjustments to scholarships or grants for a prior year <b>\$</b>	<b>7</b> Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2012 <input checked="" type="checkbox"/>	
City, state, and ZIP code <small>XXXXXXXXXX</small>		<b>8</b> Checked if at least half-time student <input checked="" type="checkbox"/>	<b>9</b> Checked if a graduate student <input type="checkbox"/>	
Service Provider/Acct. No. (see instr.) <small>XXXXXXXXXX</small>	<b>10</b> Ins. contract reimb./refund <b>\$</b>			
Form <b>1098-T</b>		(keep for your records)		
Department of the Treasury - Internal Revenue Service				

## Step 4: View and print your 1098-T form

Once your 1098-T PDF opens, you may view, save or print this document using your browser's functionality.

*Thank-you, you have successfully downloaded your 1098-T*

# Granting Consent

The student Accounts Office must produce your 1098-T electronically.

You may not be able to access your 1098-T immediately following acceptance of the 1098- authorization until the Student Accounts Office has completed the creation and publication of your 1098-T.

## View 1098-T

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Note:

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### View 1098-T

General

Box Amount

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
<a href="#">2010</a>	Original	886000024	Board of Regents NSHE	01/28/2011	03/02/2011




**You have not consented to receive your 1098-T via on-line access. Click the Grant Consent push button to allow on-line receipt.**

GRANT CONSENT



Once you have clicked on the Grant Consent button, the 1098-T consent Agreement becomes available.

Check the box that you have read the Terms and Conditions, then click the Submit button. 

## 1098-T Consent



### 1. 1098-T Consent Agreement


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.

Date: 01/20/2012



Yes, I have read and accept the Terms and Conditions

CANCEL

SUBMIT 

## 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



The 1098-T Consent Confirmation has been completed.

Click on the View 1098-T Selection button.



# View 1098-T

## View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:

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### View 1098-T

**General**

Box Amount

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Thank-you, you have successfully consented to view your 1098-T