




# 1098-T Access

Link: <https://heartland.ecsi.net/>

1. When you log onto the site, scroll down until you see these three options. Select "Access your 1098 Tax Documents"

<p><b>Manage Your Title IV Refund</b></p> <p>If you are getting a refund from your school for Title IV funds, click here to learn about your refund account options, select a refund disbursement method, and more.</p> <p>GO &gt;&gt;</p>	<p><b>Access Your 1098 Tax Documents</b></p> <p>Look up your 1098-T or 1098-E tax document, view or print your form, or review the frequently asked questions about 1098 tax documents.</p> <p>GO &gt;&gt;</p>	<p><b>Manage Your Tuition Payment Plan</b></p> <p>If you need an option for payment your tuition without taking out student loans, click here to learn about the payment plan options that your school offers and how they work.</p> <p>GO &gt;&gt;</p>
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2. The next screen should look like the image below; you will select the first option to look up

<p></p> <p>Want to look up your 1098-T or 1098-E tax form? Click here to start your search.</p> <p>GO &gt;&gt;</p>	<p></p> <p>Click here to Learn About Your 1098-T Tax Document.</p> <p>GO &gt;&gt;</p>	<p></p> <p>Click here to Learn About Your 1098-E Tax Document.</p> <p>GO &gt;&gt;</p>
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3. Select the first option on the next screen (see the correct option below)

**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 >>


4. Enter the school name, select, and submit

**School Name** (start by typing in the first several letters of the school name)

5. Fill out the information, select "Continue" and your 1098-T will be available to view/download.

School Name

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