a. You can print from this view 2 by clicking the Printer icon A⁶⁴ 2258 ROCHESTER 8 Q Search **Notifications Document Available** Viewing: All Sort By: Newest From Last 30 Days X≣ PDF 2 **Document Available** 0 second(s) ago John Time University of Rochester 2020 1098-T Printing Run.pdf is now available in My Reports John Time University of Rochester 2020 1098-T Printing Run.pdf is now available in My 0 second(s) ago Reports Student payments with error journals × John Time University of Rochester 2020 1098-T Printing Run.pdf 3 hour(s) ago Details 10

6. Click OK

8.

University of Rochester

Click Notification Bell 9. Select relevant message

10. To view PDF, click the **hyperlink**

7. View the Note: Your 1098-T PDF is being generated. Please check your Workday notifications (bell, upper right) to download it.

Note: This may take a few minutes





8

The Bursar's Office receives requests from students, parents, and guardians to reprint the 1098-T form. The 1098-T should be emailed only to the student's UR email address and they can share the form as they choose. Students who opt-in for an electronic 1098-T can access this form when they log in to UR Student and they can share as needed.

View & Print 1098-T for Student

- Type **Print 1098-T** in the search bar 1.
- Select Print 1098-T from the drop-down



- 3. Type student's name or UR ID in the student field then press Enter
- 4. Click Calendar Year More icon to select Calendar Year

Note: UR Student only shows years in which the student had eligible charges, starting with the 2020 tax year

Student *	× John Time …	i≡] 3	
Calendar Year *	× 2020	·= 4	

