View & Print My 1098-T (Available Only to Students)



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1098-T tax forms for the prior calendar year will be available to view & print by January 31st for all students who had qualifying transactions in that calendar year. Any third party you may have authorized will not have access to the 1098-T. If during onboarding you selected the "Go paperless for this year" option UR will not print and mail a paper 1098-T, however the document is available ondemand for all students by following the steps below.

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1. In UR Student type My 1098-T in the search bar

VIEW MORE

2. Select Print My 1098-T from the drop-down

Q My 1098-T

Report

Task

Report

4. Click **OK**

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My 1098-T Box Details

Print My 1098-T

View My 1098-T

Print My 1098-T

Institution

Calendar Year * × 2020

* University of Rochester

- 5. View the Message: 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
 - Click Notifications Bell 6.
 - Select relevant message 7.
 - To view PDF, click the hyperlink 8.
 - a. You can print this view by clicking the Printer icon
 - b. You can download and save the PDF by clicking the **Download** icon
- MENU ROCHESTER Q Search **Notifications** Document Available Viewing: All Sort By: Newest From Last 30 Days XII PDF 17 Document Available 3. Click the More icon to select the Calendar Year 6 minute(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 7 second(s) ago Reports **Document Available** Х John Time University of Rochester 2020 1098-T Printing Run.pdf John Time University of Rochester 2020 1098-T Printing Details un ndf is now available in My Report 8

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