

# How to access your 1098-T Tax Form in ePay

## Step 1:

- Once you are logged into ePay, Click the **'View Statements'** button next to Your latest 1098-T Tax Statement.

The screenshot shows the 'Student Account' page with ID: xxxx4279. The 'Amount Due' is \$0.00. There are buttons for 'View Activity' and 'Make Payment'. Below this is the 'Statements' section with an information icon and a link to 'On-Demand Statement'. It lists 'Your latest eBill Statement (1/13/23) Spring 2023' with a 'View Statements' button. Below that, 'Your latest 1098-T Tax statement 2022 1098-T Statement' is highlighted with a red box, and a red arrow points to its 'View Statements' button.

## Step 2:

- Click the **'View'** button to download your tax statement.

The screenshot shows the 'Statements' page with an information icon and a link to 'On-Demand Statement'. There are tabs for 'Billing Statements', '1098-T Tax Statements', and 'Generated Statement History'. Under the '1098-T Tax Statements' tab, there is a table with the following data:

Tax Year	Action
2022	<a href="#">View</a>

A red arrow points to the 'View' button in the table.

**Please Note:** Due to FERPA regulations, the 1098-T tax statement can only be accessed through the **student's** ePay account.

# How to access your 1098-T Tax Form in SSB

## Step 1:

- Log onto Banner Self-Service (SSB)
- Click on the **'Student'** tab

Personal Information  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student**  
Apply for Admission, Register, View your academic records

Employee  
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

## Step 2:

- Select **'Student 1098 Tax Form'**

Student

Registration  
Check your registration status, class schedule and add or drop classes

Student Records  
View your holds, grades and transcripts

**Student 1098 Tax Form**  
View your 1098T Tax form

Degree Audit

## Step 3:

- Click on **'Select Tax Year'**

Student 1098T Tax Form

**Select Tax Year**

Tax Notification

## Step 4:

- Enter the **'Tax Year'** you are looking for (ex: 2022). Then, click **'Submit'**

Select a Tax Year

Enter a Tax Year: **2022**

Submit

## Step 5:

- You will then return to the Student 1098T Tax Form page.
- Click **'Tax Notification'** to view your 1098T form.

Student 1098T Tax Form

Select Tax Year

**Tax Notification**

## Step 6:

Once your 1098T tax form appears, **right click on the page to print.**

