

Subject: **Form 1098-T Electronic Consent Instructions**

The University of Mary Washington is offering you the opportunity to retrieve your 1098-T form online. We have contracted with a specialized provider for this service.

IRS regulations state that each student who wishes to receive their 1098-T electronically must also provide his/her consent. Therefore, if you wish to take advantage of this you must visit www.tsc1098t.com. The instructions are outlined below:

Go to www.tsc1098t.com

Enter the Site ID: **11503**

User Name: **UMW Student ID Number (Nine numbers, including the zero's)**

Password: **Last 4 digits of your SSN (FOR FIRST TIME USERS ONLY)**

- **The last 4 digits of your SSN will only work if it is the first time logging into the site.** If you have forgotten your password you may click on the Forgot Password link and an email will be sent to the email address on file. If there is no email address on file then you will receive a message stating no information found.
- For security reasons, you will be prompted to change your password. Enter your current password (last four digits of your SSN) and then enter a new password.
- The new password must be at least 8 characters and contain at least one upper case letter, one lower case letter, one numeric character and one special character. This will be your new password for future logon attempts. The last 4 digits of your SSN will no longer work.

Once you have entered your new password, you will be presented with the online consent form. If you agree, click on "Consent". If you consent, you will NOT be mailed a 1098-T and **must return to the site after January 31st** to view/print a copy of your 1098-T form. Your consent will also apply to any subsequent years.

We ask that you take advantage of this service to reduce costs here at the University of Mary Washington and lessen the environmental impact.

If you have any questions, please contact Tab Services at (888)220-2540.