

How to View and Print your Form 1098-T



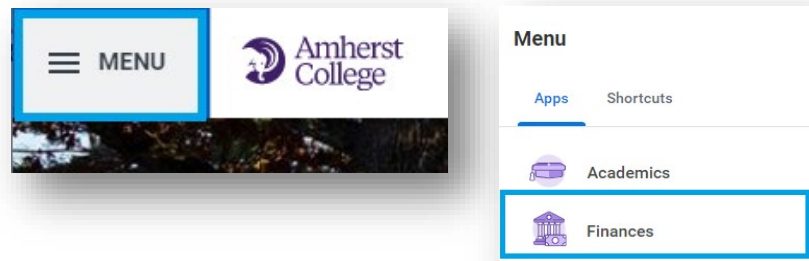
Amherst College

Amherst College is required to issue IRS Form 1098-T, Tuition Statement for each student who made a qualifying tuition payment in the applicable tax year. The information on this form is essential to determine whether you, or the person who can claim you as a dependent, may claim an education credit to reduce federal income tax. Please follow these instructions to view and/or print your Form 1098-T.

STEP 1 Log into [Workday](#).

STEP 2

Navigate to the Menu and select *Finances*

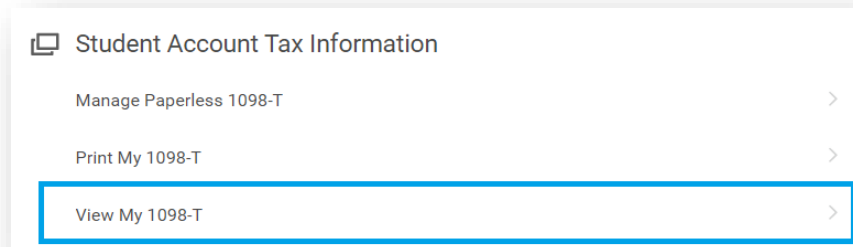


TO VIEW:

*Note – this is a view of the box amounts, NOT of the actual form.

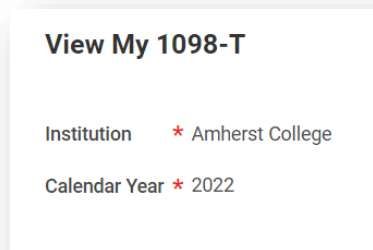
STEP 1

To the bottom right of your Finances Menu, under *Student Account Tax Information*, select *View My 1098-T*.

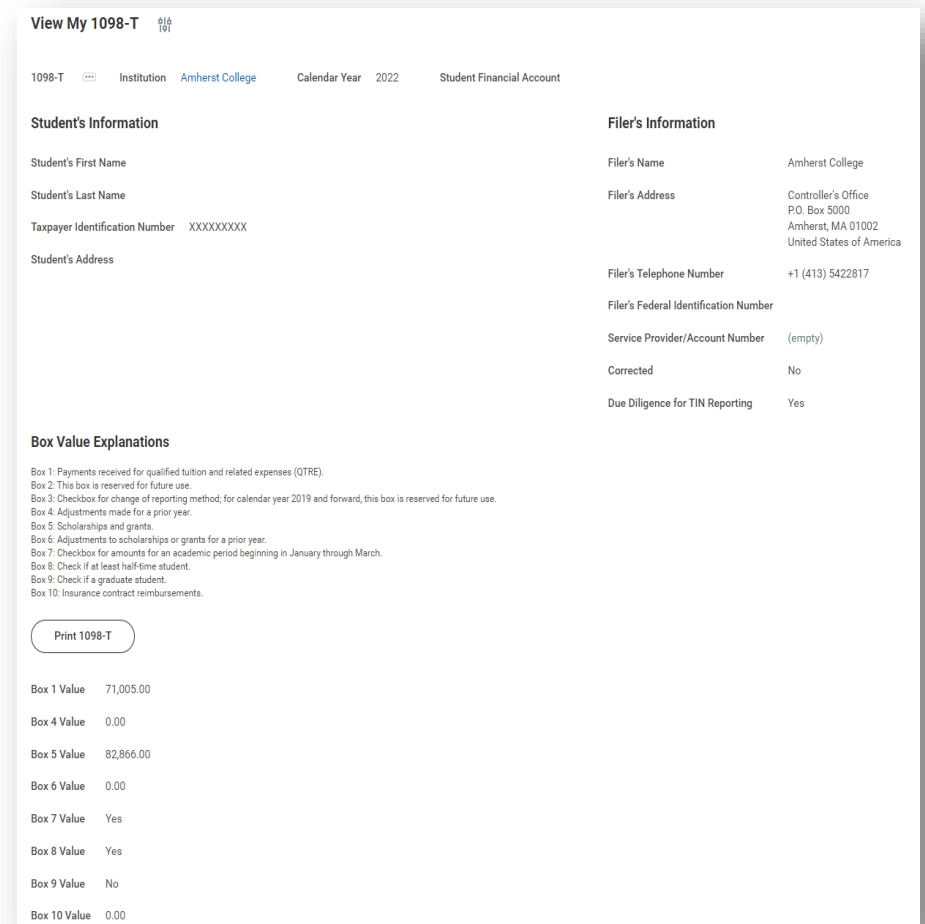


STEP 2

From the *View My 1098-T* screen, select OK.



The view of the Form 1098-T.



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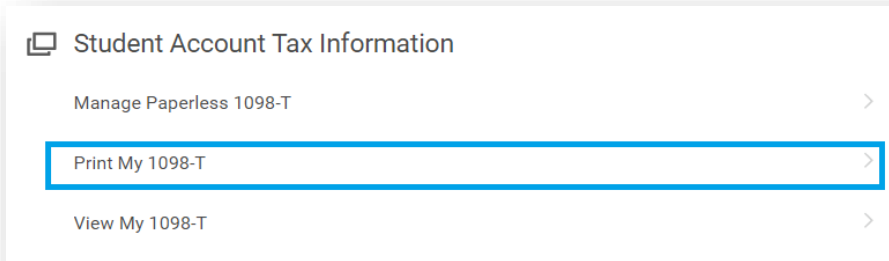


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TO PRINT:

STEP 1

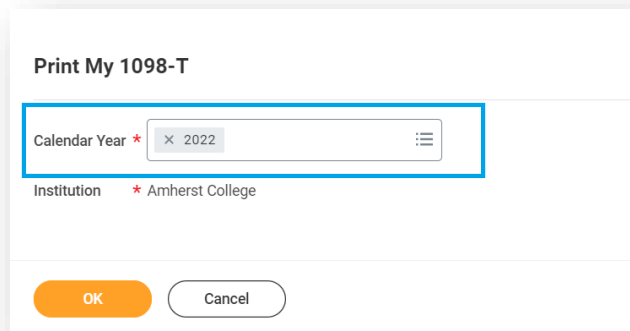
To the bottom right of your Finances Menu, under *Student Account Tax Information*, select *Print My 1098-T*.



STEP 2

In the prompt, select the Calendar Year of the Form 1098-T you wish to print. Select OK, then Done.

*Note: Form 1098-T's for calendar year 2021 and prior are not available in Workday, however, these can still be accessed in AC Data.



STEP 3

Once completed, the PDF print file will be available in your Workday Notifications.

