How to View and Print your Form 1098-T





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.

View My 1098-T did		
1098-T Institution Armherst College Calendar Year 2022 Student Financial Account		
Student's Information	Filer's Information	
Student's First Name	Filer's Name	Amherst College
Student's Last Name Taxpayer Identification Number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Filer's Address	Controller's Office P.O. Box 5000 Amherst, MA 01002 United States of America
Student's Address	Filer's Telephone Number	+1 (413) 5422817
	Filer's Federal Identification Number	
	Service Provider/Account Number	(empty)
	Corrected	No
	Due Diligence for TIN Reporting	Yes
Box Value Explanations		
Box 1. Payments received for qualified tuttion and related expenses (QTRE). Box 2. This box is reserved for future use. Box 3. Checibox for change of reporting method, for calendar year 2019 and forward, this box is reserved for future use. Box 4. Adjustments made for a prior year. Box 5. Scholarishyps and grants. Box 6. Adjustments to scholariships or grants for a prior year. Box 7. Checkbox for amounts for an academic period beginning in January through March. Box 9. Check if all teast hisfilms student. Box 10. Insurance contract reimbusments.		
Print 1098-T		
Box 1 Value 71,005.00		
Box 4 Value 0.00		
Box 5 Value 82,866.00		
Box 6 Value 0.00		
Box 7 Value Yes		
Box 8 Value Yes		
Box 9 Value No		
Box 10 Value 0.00		

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TO PRINT:

STEP 1

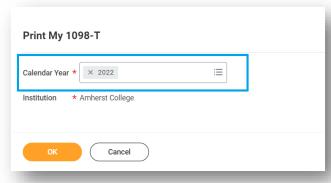
To the bottom right of your Finances Menu, under *Student Account Tax Information*, select *Print My 1098-T.*



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.

