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 if you wish to retrieve your Form 1098-T electronically rather than in paper format.

**STEP 1** Log into Workday.

**STEP 2** Navigate to the Menu and select Finances.

**STEP 3** To the bottom right of your Finances Menu, under Student Account Tax Information, select Manage Paperless 1098-T.

**STEP 4** In the prompt, select the Calendar Year you are giving consent for and select OK. Consent must be given for each year to receive an electronic form.

**STEP 5** Check the Go paperless for this year checkbox and select OK.