

# Consent to Receive Form 1098-T Electronically



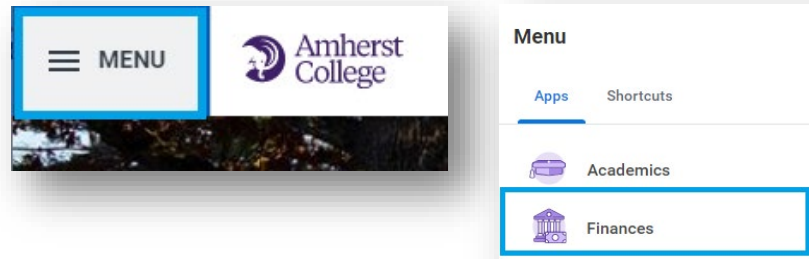
Amherst College

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

**STEP 1** Log into [Workday](#).

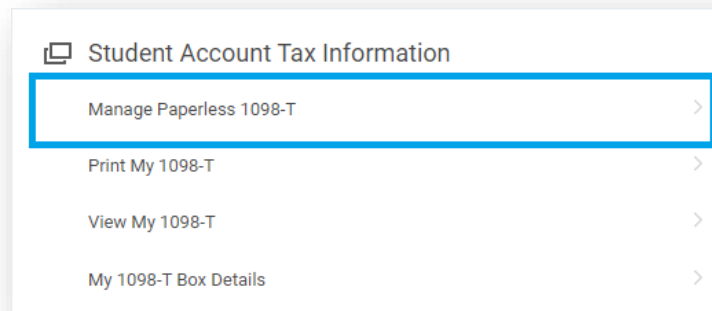
## STEP 2

Navigate to the Menu and select *Finances*



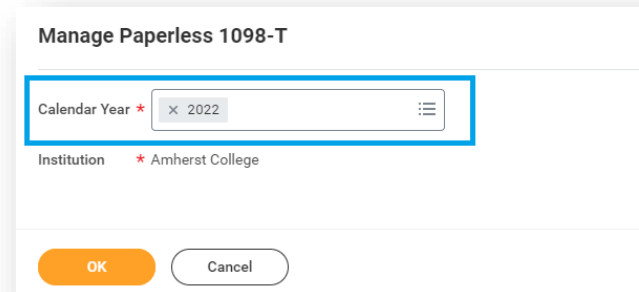
## STEP 3

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 your 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.

