

1098-T E-Statement Opt-In Guide

This guide has step by step instructions on how to opt-in to receive the electronic copy of your 1098-T tax form. More information on this document can be found at the [IRS website](#). If you choose to opt-in, please follow the steps below to gain access to the electronic version in lieu of a mailed paper form.

1. Log into your account at my.csudh.edu. Go to the Student Center.

The screenshot displays the 'Student Center' interface. At the top, there is a maroon header with the text 'Student Center'. Below this, the page is organized into several sections:

- Academics:** Includes links for Search, Smart Planner, Enroll, My Academics, and Schedule Planner. A message box states 'You are not enrolled in classes.' There is also an 'Enrollment Shopping Cart' link and a search dropdown menu.
- Finances:** Includes links for My Account (Account Inquiry, Enroll In Direct, Deposit), Financial Aid (View Financial Aid, Accept/Decline Awards, View Acad Progress (SAP)), and a message box stating 'You have no outstanding charges at this time.' There is also a link for '*Important Student Fee Information' and a search dropdown menu.
- Personal Information:** Includes a 'Names' section and a 'Contact Information' section with fields for Permanent Address, Mailing Address, Main Phone Number, and Campus Email. There is a search dropdown menu.

On the right side of the interface, there are several vertical panels:

- Search for Classes:** A link to search for classes.
- Holds:** Shows 'Advising Hold' with a 'Details' link.
- To Do List:** Shows 'No To Do's'.
- Enrollment Dates:** Shows 'Open Enrollment Dates'.
- Important Student Links:** Includes 'Make a Payment' and 'Refunds & Direct Deposits'.
- Financial Aid Links:** Includes 'Entrance and Exit Counseling', 'Complete the FAFSA Application', and 'Complete CA Dream Application'.
- Student Involvement & Rep Fee:** Includes 'California State Student Assoc' and 'Student Involvement & Rep Fee'.
- CSU Initiatives:** Includes 'CalFresh' and 'Register to Vote'.

At the bottom center of the page, there is a yellow 'Notify' button.

2. Under the "Other Finance Information" section, click on the drop-down arrow next to select "View 1098-T".

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)
[View Acad Progress \(SAP\)](#)

*Important Student Fee Information

Other Finance Information

[Accept/Decline Awards](#)
[View Acad Progress \(SAP\)](#)

Other Finance Information


- ✓ Account Activity
- Charges Due
- Make a Payment
- Payments
- Pending Financial Aid
- View 1098-T**

3. Then, Click on the double arrow icon next to "View 1098-T".


Finances

My Account
Account Inquiry
Enroll In Direct
Deposit

Financial Aid
View Financial Aid
Accept/Decline Awards
View Acad Progress (SAP)

View 1098-T 

Personal Information

Names
other personal... 

Contact Information

Permanent Address	Mailing Address
Main Phone Number	Campus Email

Information: You have no outstanding charges at this time.

***Important Student Fee Information**

Click on the double arrow

4. On the next screen, click on the “Account Services” Tab and click the “Grant Consent” button.

Student Center View 1098-T

Account Inquiry Account Services

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

General Box Amount

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2022	Original		CSUDH		

i You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

Grant Consent

Click on Grant Consent button

5. Read the agreement to consent to receive the 1098-T form electronically.

Click the checkbox next to “Yes, I have read the agreement”.

Click the “Submit” button.

Ssf Ss 1098 Sel Consent for 1098-T

1098-T Consent

1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated 12/05/2022 Yes, I have read the agreement

Click on the checkbox


Then click Submit button


Cancel Submit

6. You will receive a confirmation message that you are now able to access the 1098-T form electronically. On this screen, click on the “View 1098-T Selection” button.

1098-T Consent 1 2

2. 1098-T Consent Confirmation

 You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

Click on the button  View 1098-T Selection

7. You will be taken to a screen to select the 1098-T year you would like to view. Click on the desired number under “Tax Year”. The 2024 1098-t will be available in February 2025.

Account Inquiry Account Services


View 1098-T

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1098-T Report Selection

General Box Amount 

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2022	Original		CSUDH		

 **Click on the year**

8. The 1098-T form will appear.

<input type="checkbox"/> CORRECTED				OMB No. 1545-1574		
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number CSUDH 1000 E Victoria Street Carson CA 90747 STUDENT FINANCIAL SERVICES 310/243-3780		1 Payments received for qualified tuition and related expenses \$ 3652.00 2	2022 Form 1098-T			Tuition Statement
FILER'S employer identification no. 931043787	STUDENT'S TIN 310/243-3780	3		Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.		
STUDENT'S name		4 Adjustments made for a prior year \$	5 Scholarships or grants \$			
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year \$				7 Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2023 <input type="checkbox"/>
City or town, state or province, country, and ZIP or foreign postal code		8 Checked if at least half-time student <input type="checkbox"/>				9 Checked if a graduate student <input type="checkbox"/>
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>		10 Ins. contract reimb./refund \$		
Form 1098-T (keep for your records)		www.irs.gov/Form1098T		Department of the Treasury - Internal Revenue Service		

You now have access to your 1098-T form electronically.