

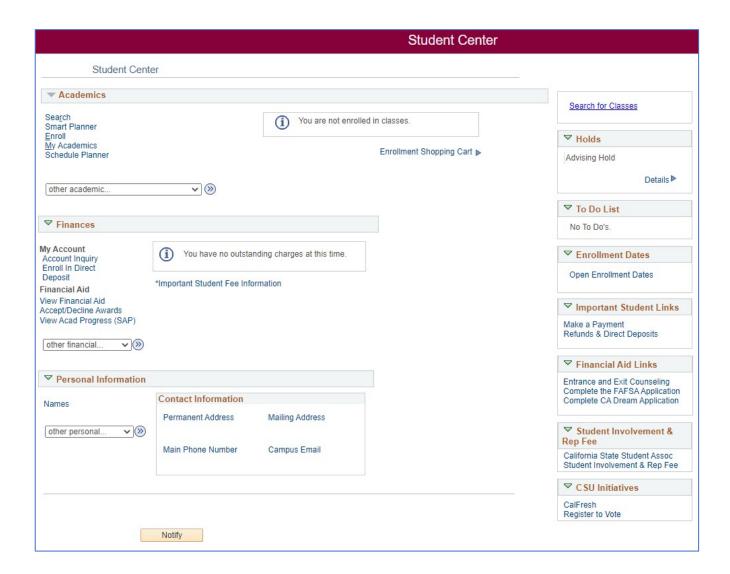
1000 E. Victoria Street, WH270, Carson, California 90747

P: (310) 243-3780 • E: sfs@csudh.edu • www.csudh.edu/sfs

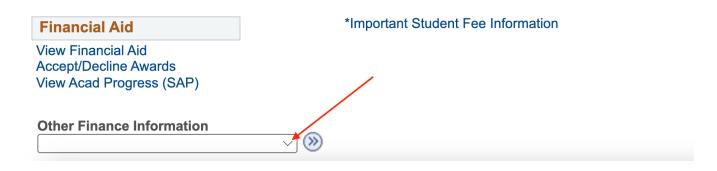
## 1098-T E-Statement Opt-In Guide

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 <u>IRS website</u>. 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.

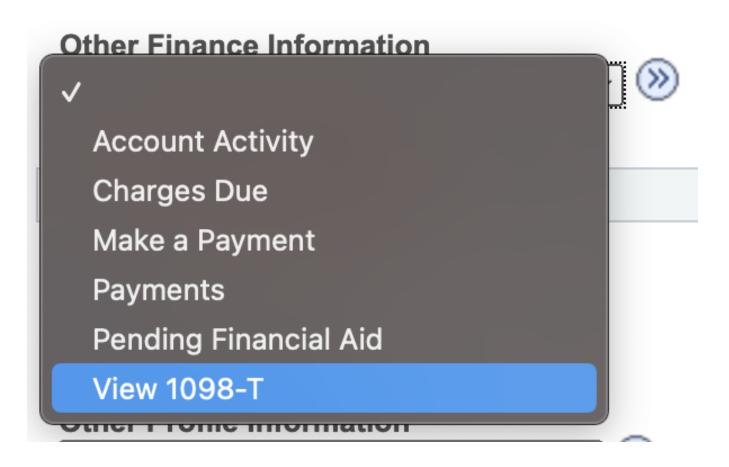
1. Log into your account at my.csudh.edu. Go to the Student Center.



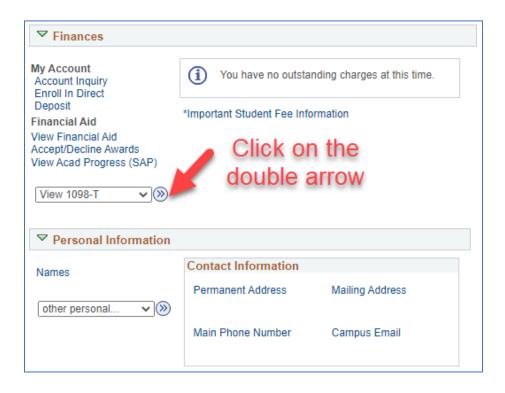
2. Under the "Other Finance Information" section, click on the drop-down arrow next to select "View 1098-T".



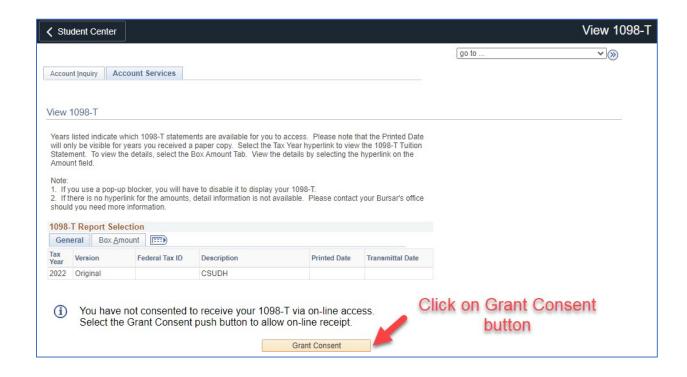
View Acad Progress (SAP)



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



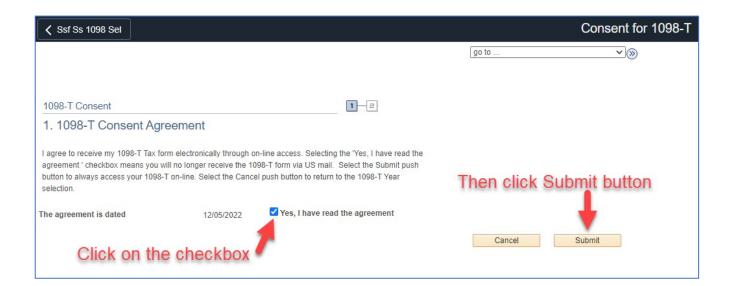
4. On the next screen, click on the "Account Services" Tab and click the "Grant Consent" button.



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

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

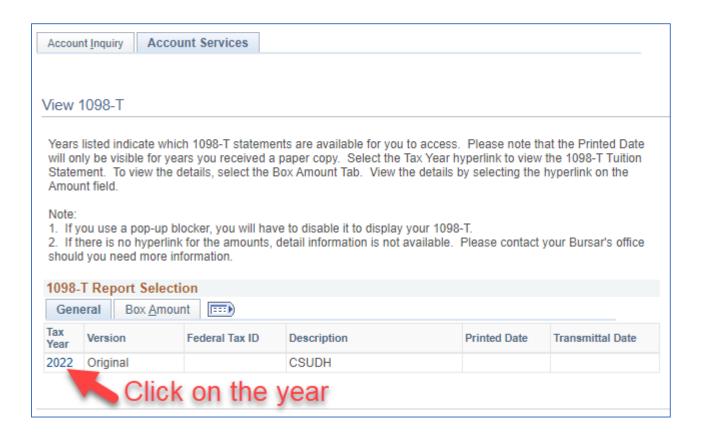
Click the "Submit" button.



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.



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.



8. The 1098-T form will appear.

CORRE  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			OMB No. 1545-1574	Tuitior Statemen
STUDENT FINANCIAL SERVICES	310/243-3780		Form <b>1098-T</b>	
FILER'S employer identification no. STUDE	NT'S TIN	3		Copy E
931043787				For Studen
STUDENT'S name		4 Adjustments made for a prior year	5 Scholarships or grants	This is importar tax informatio and is bein
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	furnished to th IRS. This forr must be used t complete Form 886
City or town, state or province, country, and ZIP or foreign postal code		\$	academic period beginning January– March 2023	to claim educatio
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student	9 Checked if a graduate student	10 Ins. contract reimb./re	efund tax preparer or use it to prepare the tax return

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