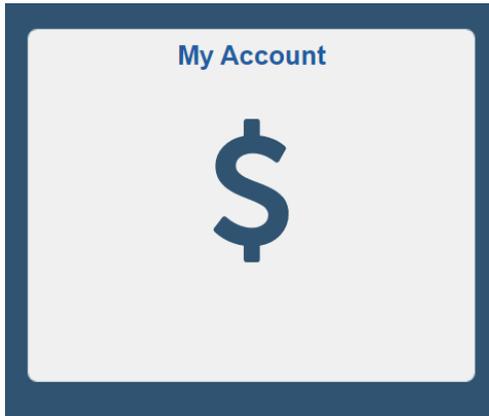
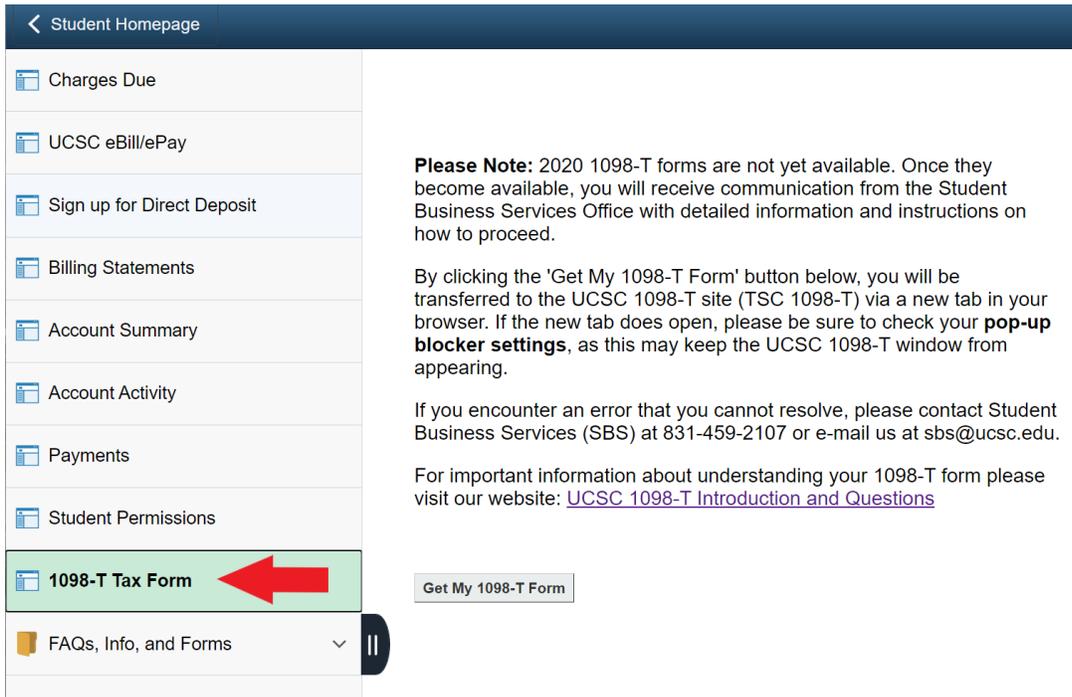


## How To Get Your 1098-T:

1. Log into your [MyUCSC](#) account
2. Click the My Account \$ tile



3. Select '1098-T Tax form' from the menu on the left-hand side.

A screenshot of a web application interface. On the left is a dark blue sidebar menu with a white background for the items. The items are: "Charges Due", "UCSC eBill/ePay", "Sign up for Direct Deposit", "Billing Statements", "Account Summary", "Account Activity", "Payments", "Student Permissions", "1098-T Tax Form" (highlighted in green with a red arrow pointing to it), and "FAQs, Info, and Forms" (with a dropdown arrow). The main content area has a dark blue header with a white left arrow and the text "Student Homepage". Below the header, there is a "Please Note" section, a paragraph of text, and a "Get My 1098-T Form" button.

< Student Homepage

Charges Due

UCSC eBill/ePay

Sign up for Direct Deposit

Billing Statements

Account Summary

Account Activity

Payments

Student Permissions

**1098-T Tax Form**

FAQs, Info, and Forms

**Please Note:** 2020 1098-T forms are not yet available. Once they become available, you will receive communication from the Student Business Services Office with detailed information and instructions on how to proceed.

By clicking the 'Get My 1098-T Form' button below, you will be transferred to the UCSC 1098-T site (TSC 1098-T) via a new tab in your browser. If the new tab does open, please be sure to check your **pop-up blocker settings**, as this may keep the UCSC 1098-T window from appearing.

If you encounter an error that you cannot resolve, please contact Student Business Services (SBS) at 831-459-2107 or e-mail us at [sbs@ucsc.edu](mailto:sbs@ucsc.edu).

For important information about understanding your 1098-T form please visit our website: [UCSC 1098-T Introduction and Questions](#)

Get My 1098-T Form

4. Carefully Read the message displayed on the page.
5. Once you have read the entire message, find and click the 'Get My 1098-T Form' button below the text. This will transfer you to the external 1098-T site.
6. Your 1098-T homepage will look like this:

Year 2020 ▾

- HOME
- VIEW/PRINT MY 1098-T
- FAQ 1098-T
- ONLINE CONSENT

### TAX FORM APPLICATION OVERVIEW

This secure application will allow you to easily manage your tax form(s) online. Navigate the functions on the left-hand panel in order to access your current year tax forms.

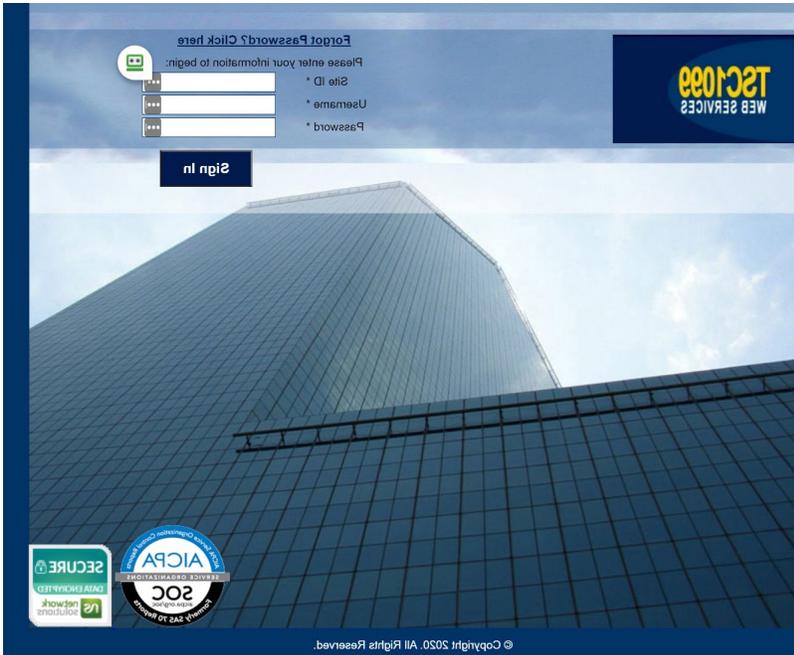
7. Notice the menu on the left-hand side. This will default to the current year tax year. Change the year to find a form from a previous tax year.



8. Once you have selected the desired year, Click **VIEW/PRINT MY 1098-T** to view the form/print the form. This will prompt you to download the form for the selected year.

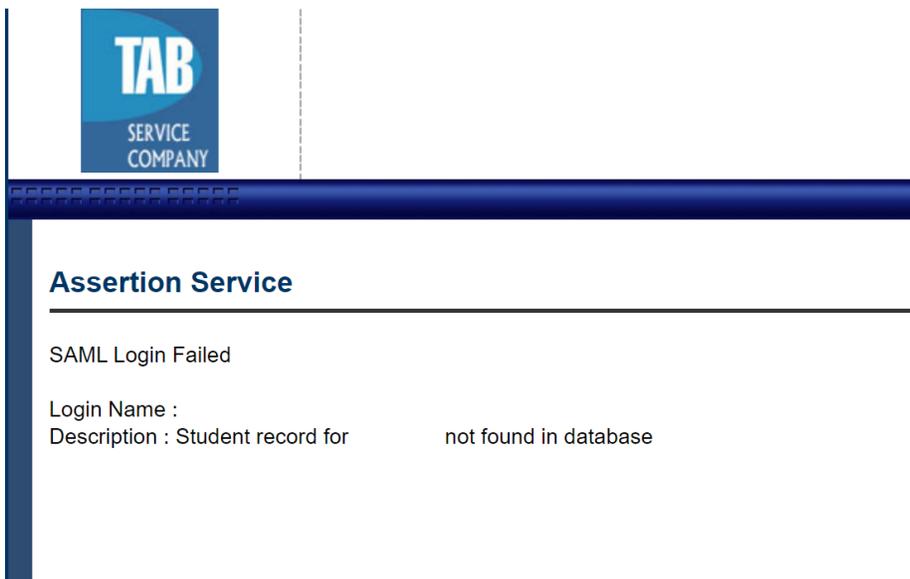


9. If you are idle on the site too long, you will be timed out and redirected to this screen:



To get back to your 1098-T homepage from here, please return to the '1098-T Tax Form' page in your [MyUCSC](#) account and click the 'Get My 1098-T Form' button again.

**Note:** If you receive the following message after clicking the 'Get My 1098-T Form' button, please try one more time.



If the message persists, your information is not yet in the database, meaning you do not have any new, or historical 1098-T forms to review.

Follow the instructions below to get your form **ONLY** if you are unable to access your [MyUCSC](#) account:

Go to [www.tsc1098t.com](http://www.tsc1098t.com)

Please enter your information to begin:

Site ID \*  [Forgot Site ID?](#)

Username \*  [Forgot Username?](#)

Password \*  [Forgot Password?](#)

**Log In**

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Enter the Site ID for UCSC: **11562**

User Name: **Student ID/account number (7 digits)**

## Password:

**Returning Users:** If you have previously signed in on this site to retrieve a form, enter the password you created for this site. If you cannot remember the password, click 'Forgot Password' and follow the instructions.

**New/First Time Users (ONLY):**

Your default password for your first time sign in is the last 4 digits of your SSN/ITIN\*. This is only for users who have never created a password on this site.

(\*If you are an international student without an SSN/ITIN or have otherwise not provided your SSN/ITIN to UC Santa Cruz, the temporary password will be 0000. Submitting this temporary password in the login screen will initiate a password reset process with your email on file (this should be your @ucsc.edu email address)).

For security reasons, you will then be prompted to change your password. Enter your old password (last four digits of your SSN or 0000 if no SSN/ITIN) and then enter a new password and then re-enter the new password in 'Confirm Password'.

**The new password must be 7 characters and contain at least one numeric character, one upper case letter and one special character.**

>Home> Change Password

Current Password	<input type="password"/>
	Enter your current password to change the password.
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
	To change the current password, enter the new password in both fields.

[Change Password](#)

This will be your new password going forward. You will be able to use the 'forgot my password' functionality if you need to.

## Homepage in TSC1098-T:

Year	2018 ▼
HOME	
VIEW/PRINT MY 1098-T	
EMAIL 1098-T	
CHANGE PASSWORD	
FAQ 1098-T	

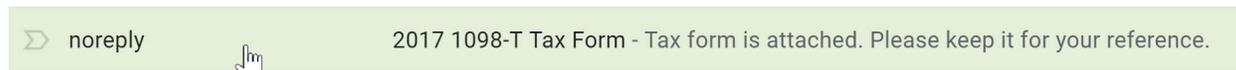
This will default to the current tax year.

Change the year to look for an earlier form.

**Click VIEW/PRINT MY 1098-T to view the form/print the form.**

Click EMAIL 1098-T to email the form to someone (parent/taxpayer). You will set a password that you will have to give the person (separately) in order for them to be able to view the form.

The user will get an email from 'no reply' that has this subject line:



## Forgot Site ID?

Enter your campus email address and click submit. It will be emailed to you.

Here is what the email will look like:

You recently requested the Site ID for your 1098-T Self-service account.

Site ID: **11562** UC Santa Cruz

Thanks,

1098-T Account Support Team

## Am I on the correct site?

Even though you have gone to [www.tsc1098t.com](http://www.tsc1098t.com) to log in the URL at the top of the screen once you are logged in will say <https://www.tsc1099.com> while you are logged in and also when you log out.

Tab Services Corporation also provides 1099 forms which is why the URL says this. You are on the correct site for your 1098T.

