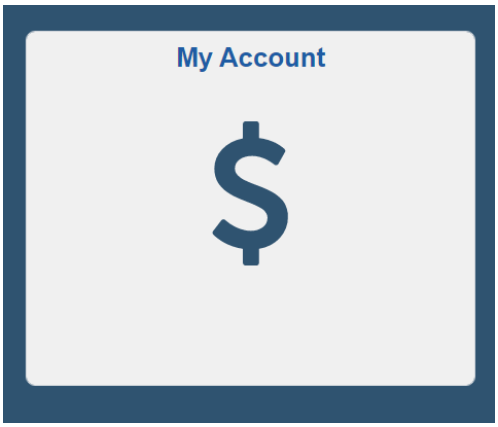
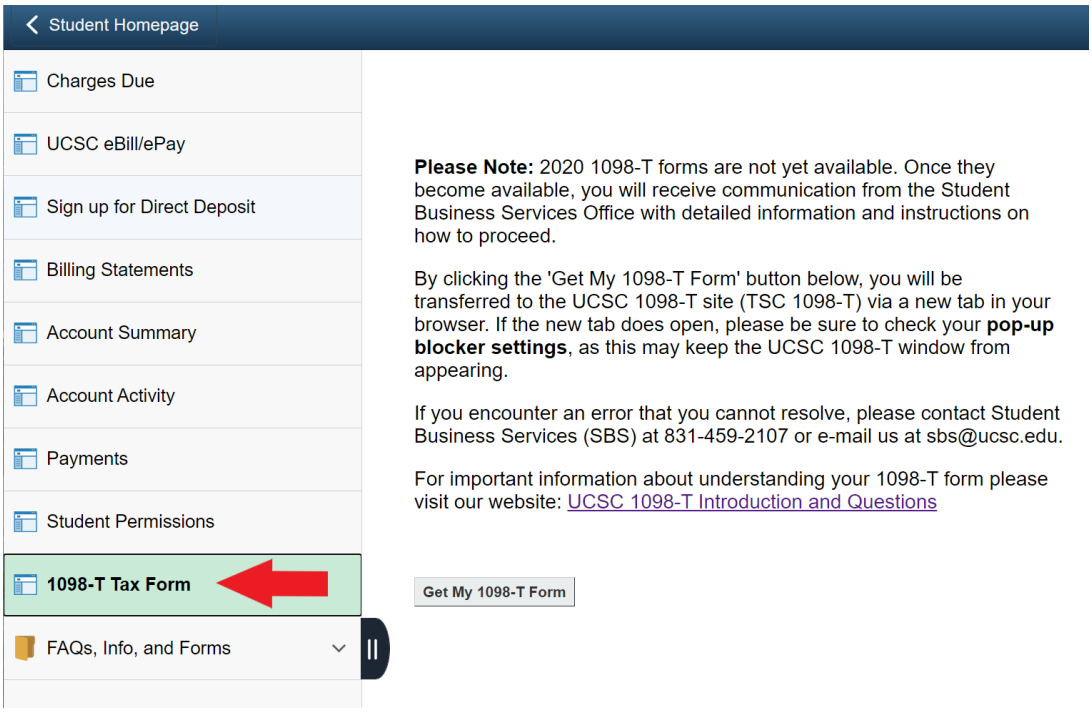
How To Get Your 1098-T:

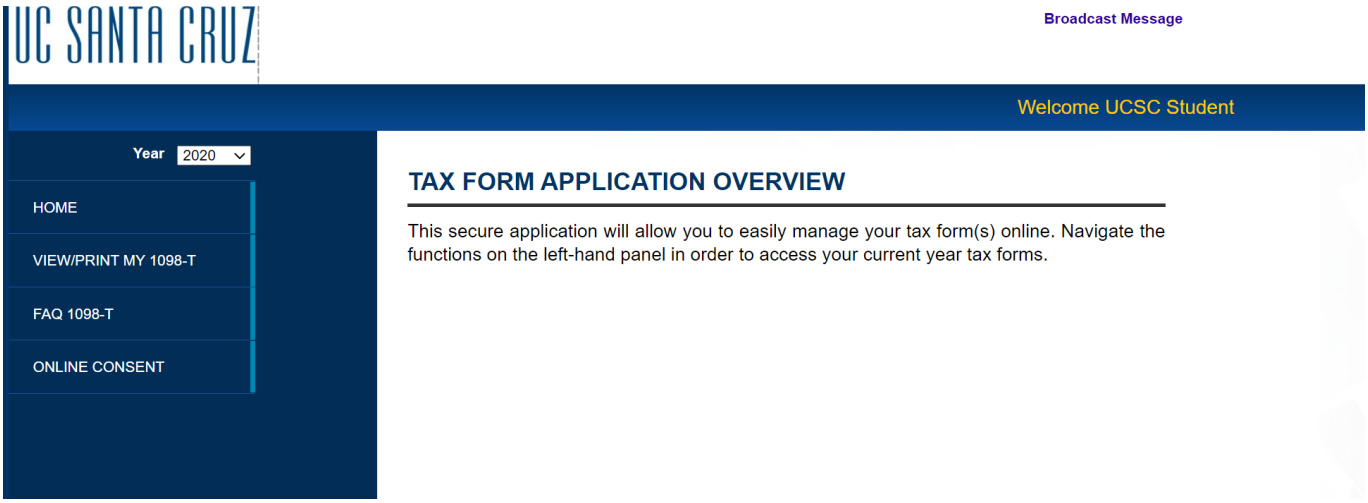
1. Log into your MyUCSC account
2. Click the My Account $ tile



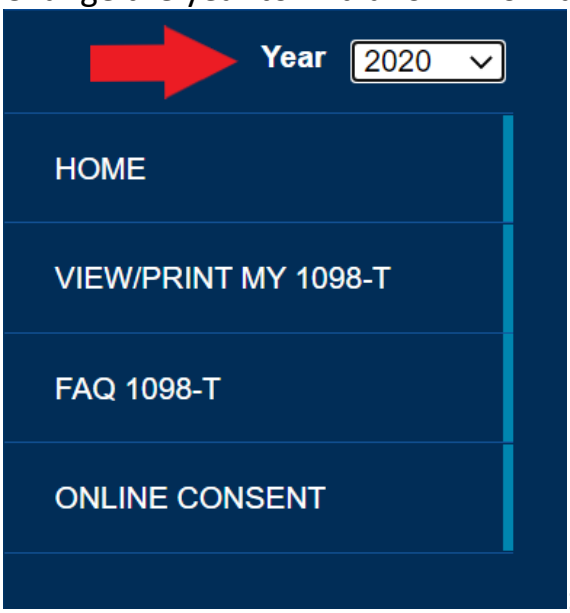
3. Select '1098-T Tax form' from the from the menu on the left-hand side.



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:



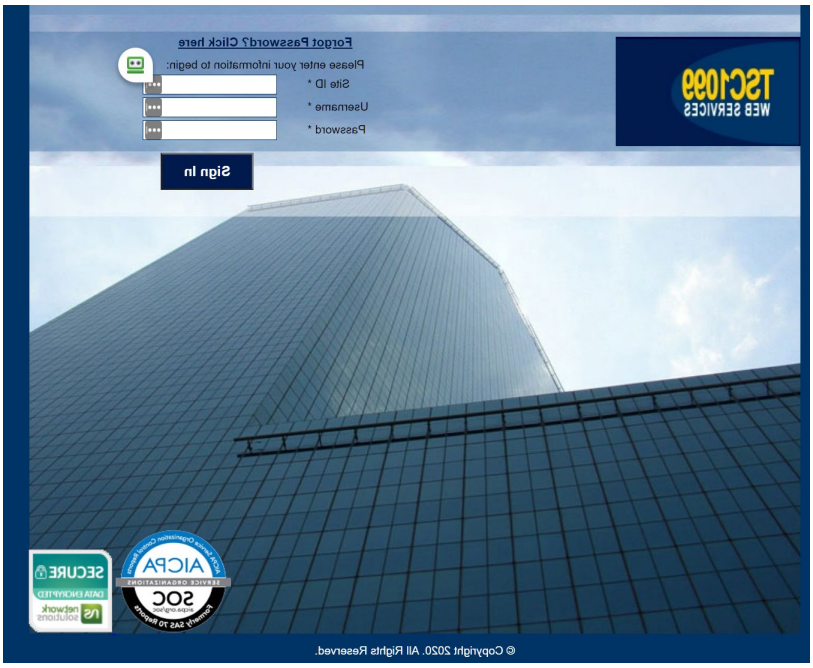
7. Notice the menu on the left-hand side. This will default to the current year tax year. Change the year to find a form from a previous tax year.



:

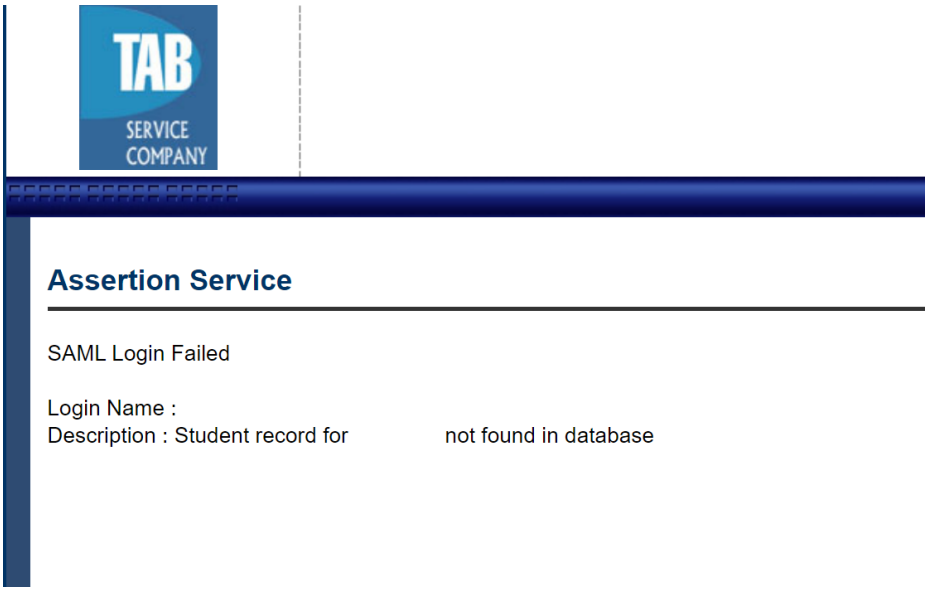
8. Once you have selected the desired year, **Click VIEW/PRINT MY 1098-T to view the form/print the form.** This will prompt you to download the form for the selected year.

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.

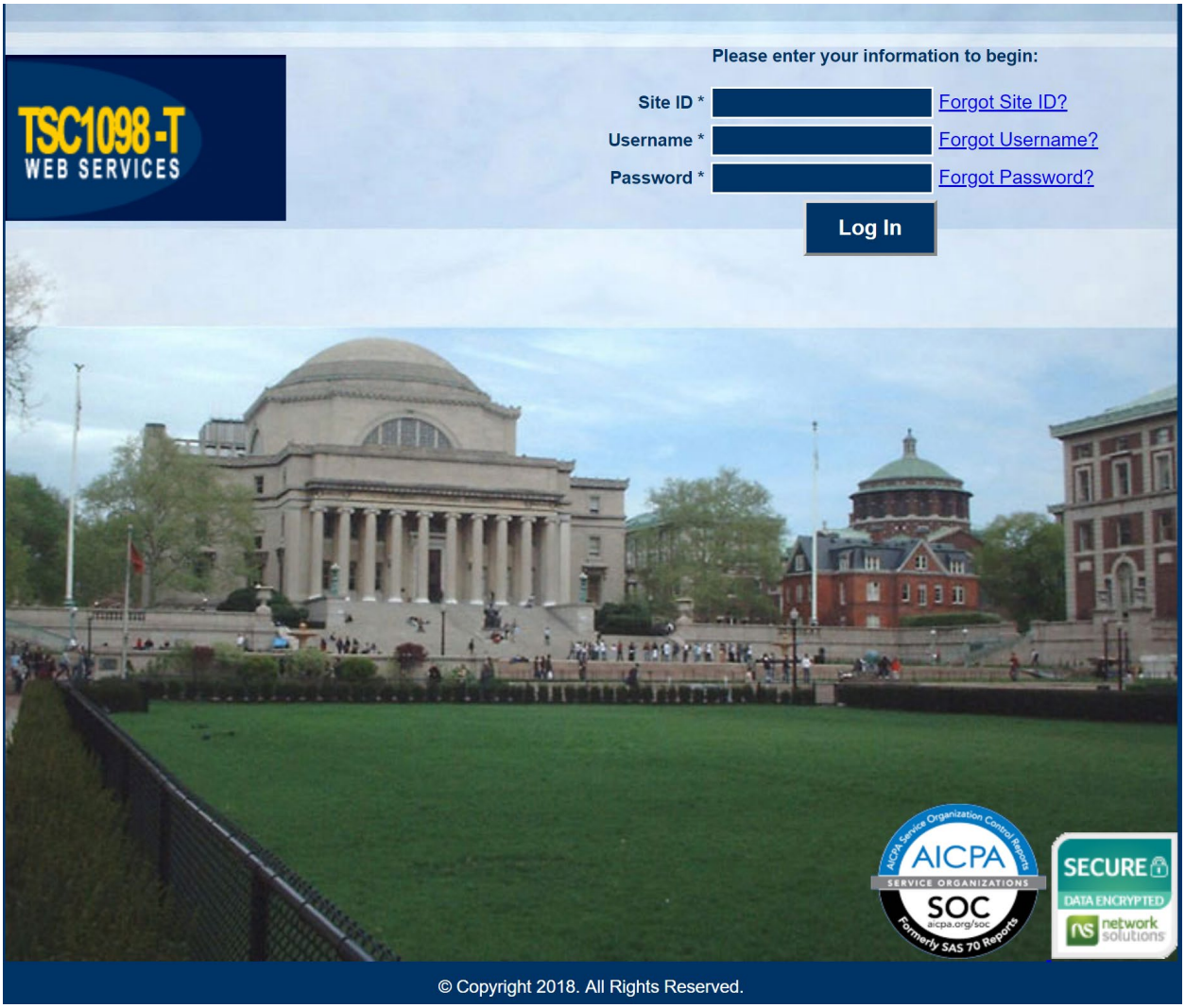
Note: If you receive the following message after clicking the 'Get My 1098-T Form' button, please try one more time.



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



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.

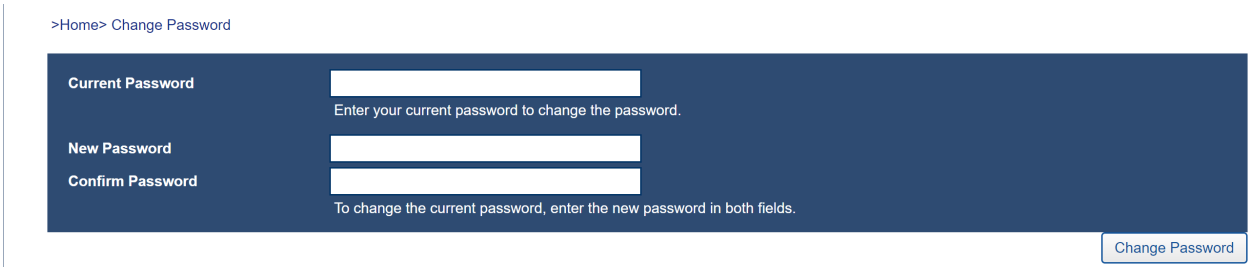
New/First Time Users (ONLY):

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)).

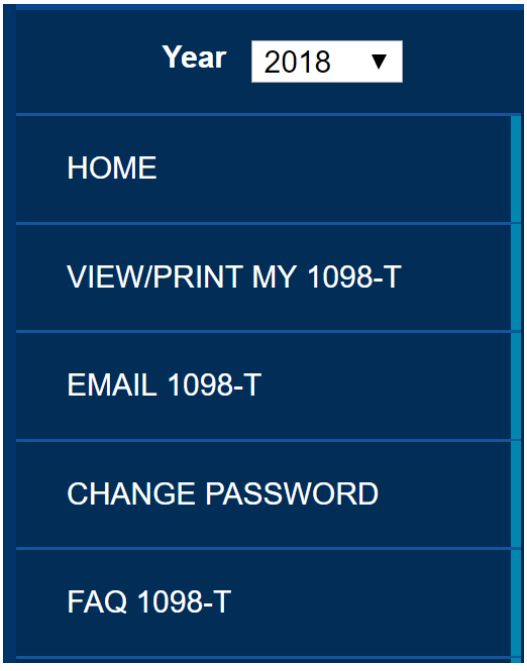
For security reasons, you will then be prompted to change your password. Enter your old password (last four digits of your SSN or 0000 if no SSN/ITIN) and then enter a new password and then re-enter the new password in 'Confirm Password'.

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



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:



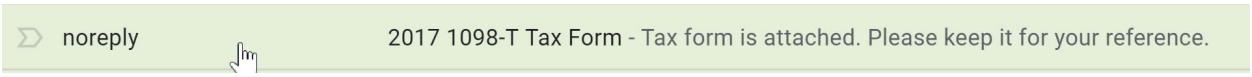
This will default to the current tax year.

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 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.