1098-T Retrieval Instructions

To View and/or Print a 1098-T Form:

If you selected electronic retrieval last year, **or if you would like to view and/or print your 1098-T form online at this time**, please follow these instructions:

1) Go to: **www.tsc1098t.com**
2) Site ID: **10660**
3) User Name: **Your Saint Rose Student ID**
4) Password: **First-time users - enter the last 4 digits of your Social Security/TIN**
   Change your password (7 characters long, w/at least one digit)

   Returning users - enter your password
   (If you don't remember, the "Forgot Password" option is available at the top of the screen)

If you are a first-time user, you will see an online consent form. If you agree, click on "Consent" in order to view/print a copy of your Form 1098-T. This consent will mean that in future years, you plan to retrieve your form electronically, and a form will not be mailed to you (first-time users will still receive a paper copy this year). If you consent to electronic retrieval, but then later decide that you would like to receive a paper copy for a future year, you may revoke your consent (by January 5th each year, in order to receive a paper copy of the next 1098-T).

5) Tax Year: (enter previous year)
6) Select: View/Print My 1098-T

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