

---

## How to consent to electronic delivery for your 1098-T form

1. First login to Self-Service. This can be done at [selfservice.southwestern.edu](http://selfservice.southwestern.edu)
2. Select the "Tax Information" link. The Tax Information screen will open to the "W-2 Information" tab.
3. Select the "1098 Information" tab. The first statement under the "1098 Information" tab shows your current option:
  - a. "Select an option below to set your preference for receiving your electronic 1098". You have not selected your preference, select one of the two options and click "Save".
  - b. "You have opted to withhold consent to view your 1098 online". You are NOT set up for electronic delivery and your 1098-T form will be mailed to your permanent address on Jan 31st.
  - c. "You have opted to receive your 1098 in electronic format". You have already opted to receive your 1098-T form in electronic format and your forms are available at the bottom of this screen.
4. To change your current option, click on the "Change Preferences" button at the end of the statement, select your desired option, and click "Save".

## How to access your electronic 1098-T form

After you have opted to receive your 1098-T in electronic format, your 1098-Ts for all prior years will appear at the bottom of the screen. Click the link for the desired tax year to access your 1098-T form.

The screenshot shows the "Tax Information" page with the "1098 Information" tab selected. A message states: "You have opted to receive your 1098 in electronic format." with a "Change Preferences" button. Below this is a consent notice: "Receive my 1098 only in electronic format. By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098-T tax form in electronic form I receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent." At the bottom, there are two tables. The "1098 Statements" table has columns for "Tax Year" and "Notation", with rows for 2018 and 2017, each with a link to the "2018 1098T Statement" and "2017 1098T Statement" respectively. A yellow arrow points to the 2018 link. The "Electronic 1098 Consent History" table has columns for "Date" and "Consent Status", with a row showing "01-14-2019 9:24:57 PM" and "Consent Given".

Tax Year	Notation
2018	<a href="#">2018 1098T Statement</a>
2017	<a href="#">2017 1098T Statement</a>

Date	Consent Status
01-14-2019 9:24:57 PM	Consent Given