

## Third Party/Parent Access to Student's 1098T

**Purpose:** The following instructions describe how a third party can access your student's 1098T. Third Parties/Parents may access the 1098T via Third Party/Parent Portal however; **first your student must grant permission for this data via Manage Third Party Accounts.** 

Step	Action
1.	Log onto My Universe. Select the Student Center tab.
	Main Menu My Page Student Center Academics Finances Work @ UNI Life @ UNI Reporting Recruiting
2.	Select Go to my Student Center in the Student Center pagelet.
	My Page Student Center <u>Academics Finances</u> Work @ UN Personalize: Content Layout Sun, Mar 13, 11 9:11 AM
	Student Center
	Fall 2011 Registration is now available in the new student system!
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	Construction of the second secon
	Promove Produced forces from the field forces from the
	Maxametrical     Annual Maxametrical
	<i>Note:</i> The thumbnail image is also a link to <b>Student Center</b> .

## Third Party Access to a Student's 1098T



Step	Action					
3.	In the <i>Finances</i> section, under My Account, click the Account Inquiry link.           My Page         Student Center         Academics         Finances         Work @ UNI         Life @ UNI         Reporting         Recruiting					
	XXXX Student Center					
	Academics					
	Search Deadlines QURL					
	Information         FALL 2011 Schedule           My Academics         Class         Schedule           Holds.         Holds.					
	other academic     Image: Working and the second s					
	enrollment shopping cart >					
	<ul> <li>✓ Finances</li> <li>✓ Finances</li> <li>Enrollment Appointment You may begin enrolling for the FALL 2011 Full Semester session on April 5, 2011.</li> </ul>					
	My Account     Account Summary       Account Inquiry     You owe 5,780.75.       Financial Aid     □ Due Now       View Financial Aid     □ Due Now       View Financial Aid     □ Future Due       5,780.75     ■ Due Now					
	Report Other Financial Aid     Currency used is US Dollar.       other financial     Other financial					
4.	Select the Account Services tab, My Page Student Center Academics Finances Life @ UNI					
	XXXX XXXXXXX qo to • >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					
	Account Inquiry Account Services					
	enroll in payment plan 1098t tax form					
	Enroll in Payment Plan					
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5.	On the Account Services tab, select 1098t tax form.					
	My Page Student Center <u>Academics</u> <u>Finances</u> <u>Life @ UNI</u>					
	XXXX XXXXXX go to • >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					
	Account Inquiry Account Services					
	enroll in payment plan					
	Enroll in Payment Plan					



Action						
On the <i>1098t tax form</i> tab, click the appropriate tax year. NOTE: Watch for "pop-up block notification". You must enable the pop-up.						
Account Inquiry			Accoun	Account Services		
enroll	in payment pla	an	1098t tax form		student permissi	ion
View 1098-T						
Years liste Printed Da view the 1 clicking or	d indicate wh ate will only be 098-T Tuition the hyperline	ich 1098-T state e visible for yea Statement. To k on the Amour	ements are availa ars you received a o view the details, at field.	ble for you t paper copy click the Bo:	co access. Pleas 7. Click the Tax 7. Amount Tab. 7	e note that the Year hyperlink View the details
Note: 1. If you use a pop up blocker, you will have to disable it to display your 1098-T. 2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.						
General	Box <u>A</u> mount					
Tax Year	Version	Federal Tax ID	Institution		Printed Date	Transmittal Date
2011	Original	426004333	University of Nor	thern Iowa	01/26/201	2
Account In Enroll In P	Original nquiry Accor	426004333 unt Services 1098t Tax Forr	University of Nor	sion	01/26/201	2
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2011         Account In         Enroll In P         go to         go to         FILER'S name,         University of 103 Gilchrist         Cedar Falls         Student Account         FILER'S federal I         STUDENT'S name,         Street address         City, state, and	Original  A coor  ayment Plan  The 1098T  street address, city, et  Northern Iowa Hall IA  Sunts dentification no. me  (including apt. no.) ZIP code	426004333 unt Services 1098t Tax Forr Copens as a H iste, ZIP code, and teleph 50614-000 319/273-216 STUDENT'S social secu	DF and may b CORRECTED ONE NUMBER 1 Permiss PDF and may b CORRECTED ONE NUMBER 1 Peyments rec qualified tubic related expen 4 S 1 If this box is c has changed 4 Adjustments n prior year 5 6 Adjustments n of a prior year 5	thern Iowa	01/26/201  or printed.  B No. 1545-1574  0011  com 1098-T  ational institution for 2011  cholarships or grants  1123.20  Checked if the amount box 1 or 2 includes mounts for an cademic period aginning January -	2 Tuition Statement For Student This is important tax information and is being furmished to the Internal Revenue Service