
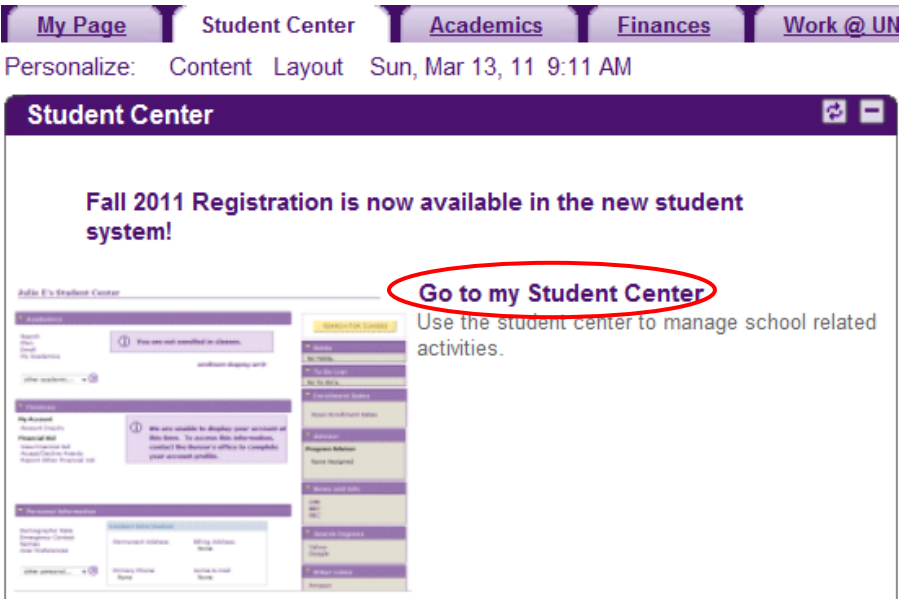
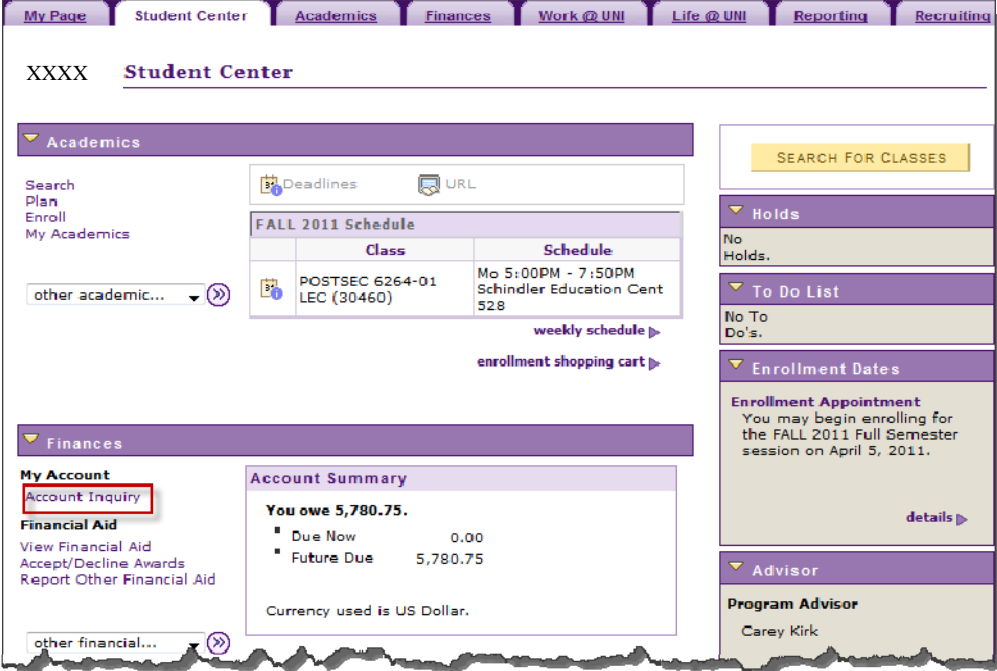
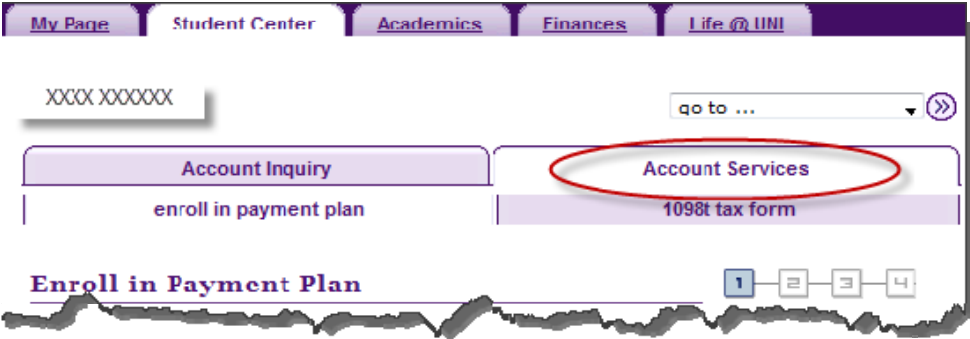
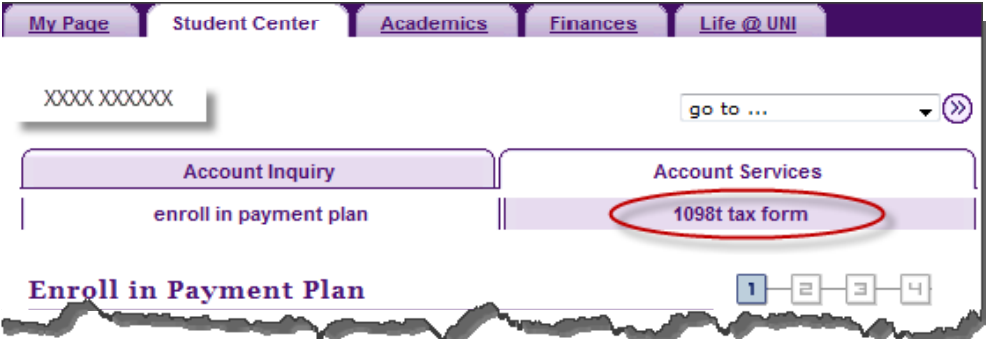


Third Party/Parent Access to Student's 1098T

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. | <p>Log onto <i>My Universe</i>. Select the Student Center tab.</p>  |
| 2. | <p>Select <i>Go to my Student Center</i> in the Student Center pagelet.</p>  <p>Note: The thumbnail image is also a link to Student Center.</p> |

| Step | Action |
|------|---|
| 3. | <p>In the <i>Finances</i> section, under My Account, click the Account Inquiry link.</p>  <p>The screenshot shows the 'Student Center' page with a navigation bar at the top containing 'My Page', 'Student Center', 'Academics', 'Finances', 'Work @ UNI', 'Life @ UNI', 'Reporting', and 'Recruiting'. The 'Academics' section is expanded, showing a search bar, 'Deadlines', 'URL', and a 'FALL 2011 Schedule' table. The 'Finances' section is also expanded, showing a 'My Account' sub-section with 'Account Inquiry' highlighted in a red box. Other sections include 'Enrollment Appointment' and 'Advisor'.</p> |
| 4. | <p>Select the <i>Account Services</i> tab,</p>  <p>The screenshot shows the 'Account Services' tab selected in the navigation bar. Below the navigation bar, there are several buttons: 'Account Inquiry', 'enroll in payment plan', 'Account Services' (circled in red), and '1098t tax form'. There is also a 'go to ...' dropdown menu and a pagination control at the bottom.</p> |
| 5. | <p>On the <i>Account Services</i> tab, select 1098t tax form.</p>  <p>The screenshot shows the '1098t tax form' link selected in the 'Account Services' tab. The '1098t tax form' link is circled in red. The rest of the interface is similar to the previous screenshot, showing the 'Account Inquiry' and 'enroll in payment plan' buttons.</p> |

| Step | Action | | | | | | | | | | | | |
|--|--|---|---|---|--|---|---|---|---|-----------|-----------------------------|------------|--|
| 6. | <p>On the 1098t tax form tab, click the appropriate tax year. NOTE: Watch for “pop-up block notification”. You must enable the pop-up.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">Account Inquiry</div> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">Account Services</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">enroll in payment plan</div> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">1098t tax form</div> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">student permission</div> </div> </div> <p>View 1098-T</p> <p>Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.</p> <p>Note:</p> <ol style="list-style-type: none"> If you use a pop up blocker, you will have to disable it to display your 1098-T. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>View 1098-T</p> <div style="display: flex; border-bottom: 1px solid gray;"> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">General</div> <div style="border: 1px solid gray; padding: 2px; background-color: #f0f0f0;">Box Amount</div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Year</th> <th>Version</th> <th>Federal Tax ID</th> <th>Institution</th> <th>Printed Date</th> <th>Transmittal Date</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red; border-radius: 50%;">2011</td> <td>Original</td> <td>426004333</td> <td>University of Northern Iowa</td> <td>01/26/2012</td> <td></td> </tr> </tbody> </table> </div> <p style="margin-top: 10px;"> Account Inquiry Account Services Enroll In Payment Plan 1098t Tax Form Student Permission </p> <p>go to ... <input type="text"/> <input type="button" value="go"/></p> | Tax Year | Version | Federal Tax ID | Institution | Printed Date | Transmittal Date | 2011 | Original | 426004333 | University of Northern Iowa | 01/26/2012 | |
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| 2011 | Original | 426004333 | University of Northern Iowa | 01/26/2012 | | | | | | | | | |
| | <p>Result: The 1098T opens as a PDF and may be saved or printed.</p> <div style="text-align: center; margin-bottom: 5px;"> <input type="checkbox"/> CORRECTED </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> FILER'S name, street address, city, state, ZIP code, and telephone number University of Northern Iowa 103 Gilchrist Hall Cedar Falls IA 50614-0008 Student Accounts 319/273-2164 </td> <td style="width: 50%; vertical-align: top;"> 1 Payments received for qualified tuition and related expenses \$ 1384.50 2 Amounts billed for qualified tuition and related expenses \$ </td> <td style="width: 20%; text-align: center; vertical-align: middle;"> OMB No. 1545-1574 2011 Form 1098-T </td> <td style="width: 30%; text-align: center; vertical-align: middle;"> Tuition Statement Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service. </td> </tr> <tr> <td style="vertical-align: top;"> FILER'S federal identification no. --- STUDENT'S name Street address (including apt. no.) City, state, and ZIP code Service Provider/Acct. No. (see instr.) </td> <td style="vertical-align: top;"> STUDENT'S social security number 319/273-2164 3 If this box is checked, your educational institution has changed its reporting method for 2011 <input type="checkbox"/> 4 Adjustments made for a prior year \$ 6 Adjustments to scholarships or grants for a prior year \$ 8 Checked if at least half-time student <input type="checkbox"/> </td> <td style="vertical-align: top;"> 5 Scholarships or grants \$ 1123.20 7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2012 <input type="checkbox"/> 9 Checked if a graduate student <input checked="" type="checkbox"/> </td> <td style="vertical-align: top;"> 10 Ins. contract reimb./refund \$ </td> </tr> </table> <p>Form 1098-T (keep for your records) Department of the Treasury - Internal Revenue Service</p> | FILER'S name, street address, city, state, ZIP code, and telephone number University of Northern Iowa 103 Gilchrist Hall Cedar Falls IA 50614-0008 Student Accounts 319/273-2164 | 1 Payments received for qualified tuition and related expenses \$ 1384.50 2 Amounts billed for qualified tuition and related expenses \$ | OMB No. 1545-1574 2011 Form 1098-T | Tuition Statement Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service. | FILER'S federal identification no. --- STUDENT'S name Street address (including apt. no.) City, state, and ZIP code Service Provider/Acct. No. (see instr.) | STUDENT'S social security number 319/273-2164 3 If this box is checked, your educational institution has changed its reporting method for 2011 <input type="checkbox"/> 4 Adjustments made for a prior year \$ 6 Adjustments to scholarships or grants for a prior year \$ 8 Checked if at least half-time student <input type="checkbox"/> | 5 Scholarships or grants \$ 1123.20 7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2012 <input type="checkbox"/> 9 Checked if a graduate student <input checked="" type="checkbox"/> | 10 Ins. contract reimb./refund \$ | | | | |
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