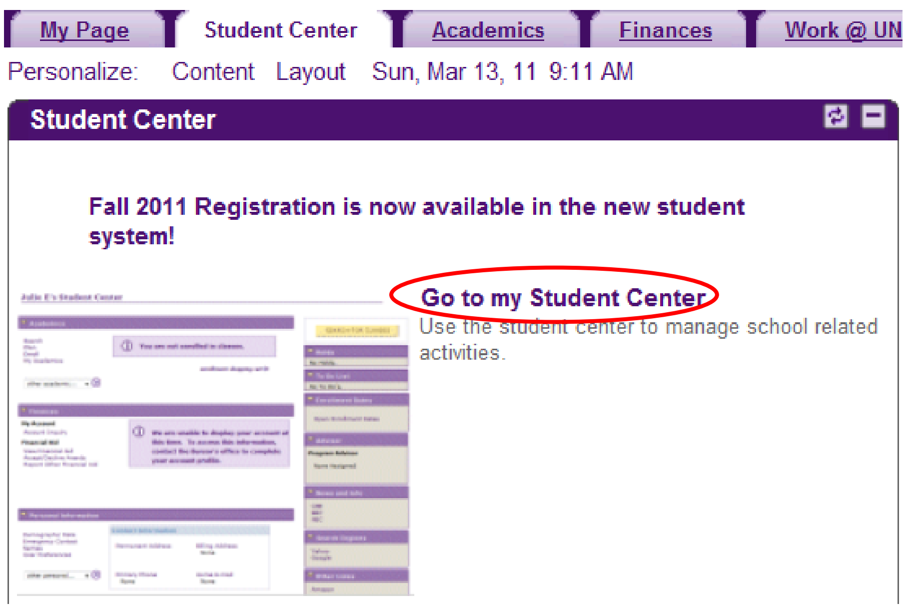
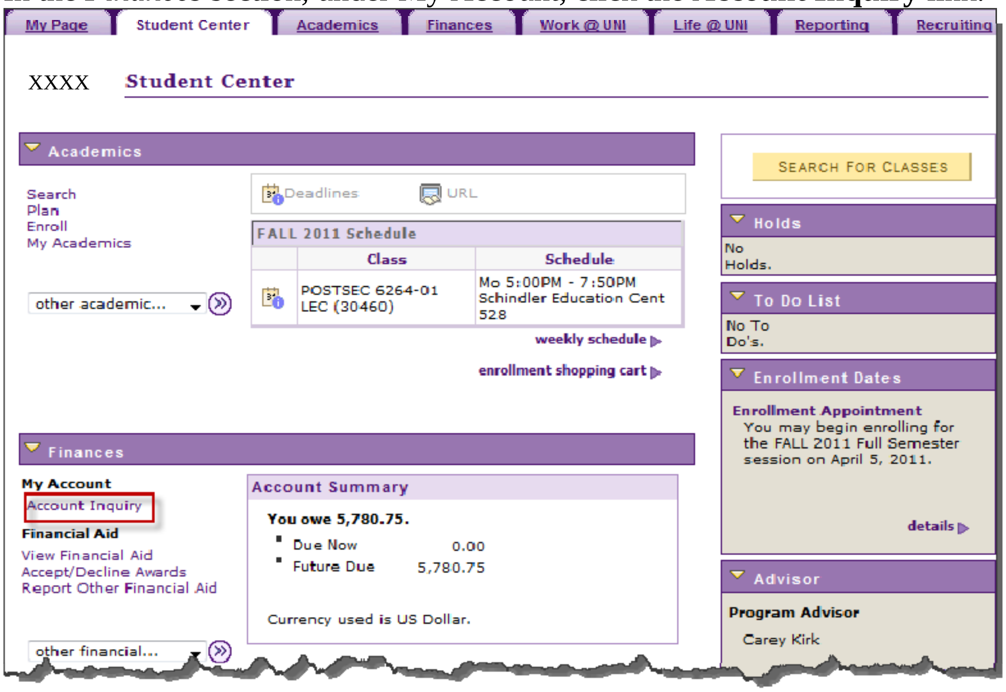
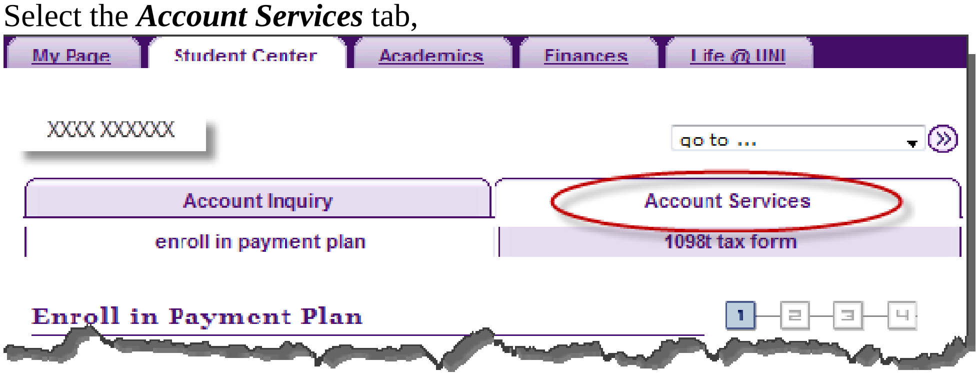
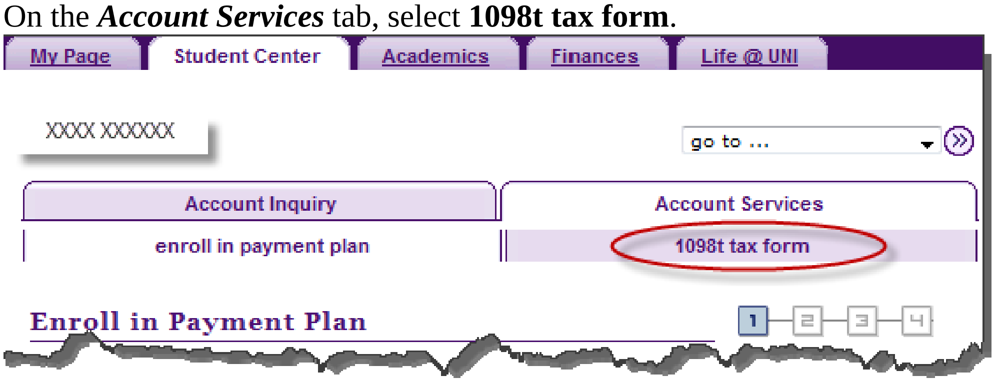
Third Party/Parent Access to Student's 1098T

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.**

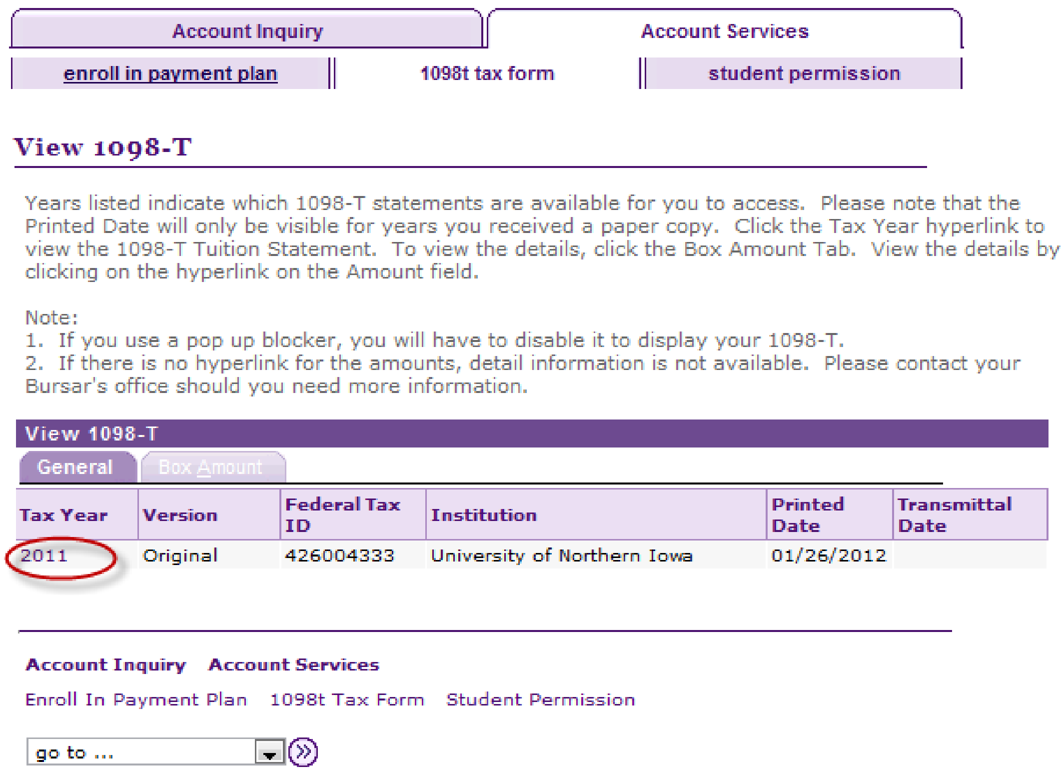
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log onto My Universe. Select the Student Center tab.

</td></tr>
<tr><td>2.</td><td>Select Go to my Student Center in the Student Center pagelet.


Note: The thumbnail image is also a link to Student Center.</td></tr>
</table>

Step	Action
3.	In the *Finances* section, under My Account, click the **Account Inquiry** link. 
4.	Select the ***Account Services*** tab, 
5.	On the ***Account Services*** tab, select **1098t tax form**. 

Step	Action
6.	On the ***1098t tax form*** tab, click the appropriate tax year. NOTE: Watch for "pop-up block notification". You must enable the pop-up.



Account Inquiry | Account Services

enroll in payment plan | 1098t tax form | student permission

View 1098-T

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.

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.

View 1098-T

General | Box Amount

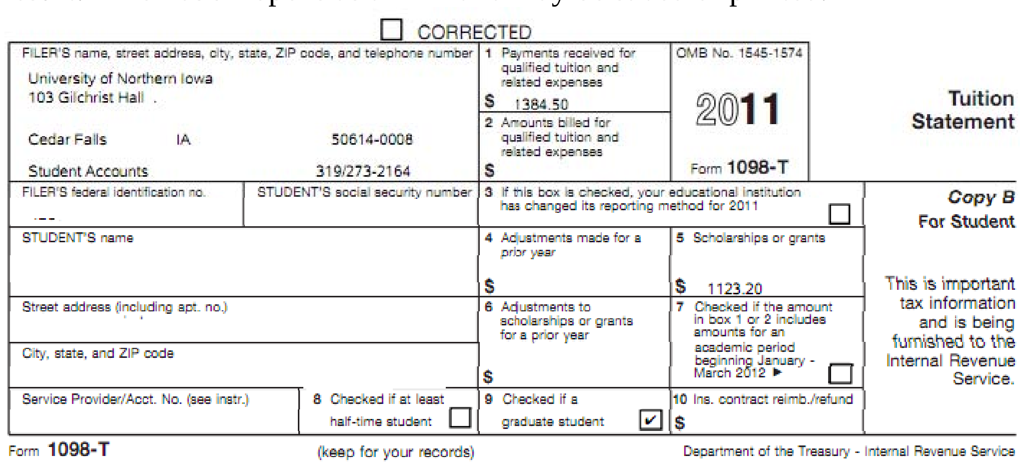
Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2011	Original	426004333	University of Northern Iowa	01/26/2012	

Account Inquiry   Account Services

Enroll In Payment Plan   1098t Tax Form   Student Permission

go to ...

Result: The 1098T opens as a PDF and may be saved or printed.



CORRECTED

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

FILER'S federal identification no.

STUDENT'S social security number

3 If this box is checked, your educational institution has changed its reporting method for 2011

Copy B For Student

STUDENT'S name

4 Adjustments made for a prior year $

5 Scholarships or grants $ 1123.20

Street address (including apt. no.)

City, state, and ZIP code

6 Adjustments to scholarships or grants for a prior year $

7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2012 ▸

This is important tax information and is being furnished to the Internal Revenue Service.

Service Provider/Acct. No. (see instr.)

8 Checked if at least half-time student

9 Checked if a graduate student ☑

10 Ins. contract reimb./refund $

Form 1098-T (keep for your records) Department of the Treasury - Internal Revenue Service