How can I get my 1098-T information?

Please note

This information will be available no later than January 31st following the tax year.

- If it is not yet January 31st this information may not be available.

Follow the steps below to retrieve your 1098-T information

Step 1

Sign in to the MyUT Portal

Step 2

On the student tab, in the My Toolkit under My Accounts

Click More Account Options...
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Step 3

Once you are to the below screen

Click Tax Notification

Step 4

Enter the tax year you need, and click submit

If you see the below message, your 1098-T for the tax year you requested is not yet available. Please check back after January 31st.

Tax Notification for Tax Year 2013

⚠️ Tax Notifications are not available for the tax year requested at this time.
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Step 5

Your 1098-T requested will display.

*You may select the hyperlinks on the reported amounts or Tax Report Description to review the associated detail (see highlights below).

*The address where your hard copy 1098-T was mailed can be found as shown below.

Since the University sends your 1098-T information to the IRS, there is no need to attach a copy of the form to your tax return. Please keep this information for your records.

If you are wondering... Why didn't I receive a 1098-T from UT?

- You did not have any qualified educational expenses within the tax year; therefore, a 1098-T form was not generated for you.
- You are looking for your 1098-T at the wrong address.
  As shown above the address where the hard copy 1098-T was mailed can be found in your MyUT portal.
- Your 1098-T was mailed to the wrong address.
  If you did not have a current address on file with the University, then your form may have gone astray. You may obtain your 1098-T data through your MyUT portal as describe above.
  ✤ Remember to update your addresses in MyUT portal.