Calling all students...

Opt-out of the mailing of 1098T tax information
Get it online instead
Why are we encouraging students to choose online tax information?

It is...

1. **Quick and easy** - Get your tax information as soon as it is available without mail delay

2. **Secure** - Avoid having your tax and SSN sent through the mail

3. **Supports Sustainability** - Do your part to reduce unnecessary paper and mailing

1098T tax forms
What happens when I opt-out of the 1098T mailing and how do I do it?

- An email notice will be sent when your tax information is available.
- You can then login to Campus Finances and view and print the document as necessary.
- No paper tax form is issued.
For this tax year, please take action prior to Jan. 31, 2010.

• You can make this choice at anytime for future tax mailings.
Step:
1. Go to the 1098T tax form option in Campus Finances

2. Choose - YES to consent to the mailing opt-out
   – An email confirmation is sent

3. Once you get the email that the form is available, login to Campus Finances. All tax forms are listed here and can be viewed and printed.
Important Reminders

• Tax information will always be available online at the Campus Finances site (starting with the 2008 tax year.)
• Students do not have to do anything to get their tax form mailed. Forms will be mailed to everyone unless they have selected YES in the opt-out option.
• If at anytime you change your mind, you can change the consent to No to have documents mailed in the future.
• Questions concerning using this information to file your taxes should be referred to a tax preparer.