



## Accessing 1098-T Forms via MaineStreet Student Self-Service

You can now view and print your 1098-T tax forms online via MaineStreet Student Self-Service. Self-Service access to the 1098-T form means you can view and print the form immediately after it is processed and not wait until the paper form arrives in the mail. Additionally, online access to your 1098-T form is an environmentally-friendly and cost-saving alternative.

If you are eligible to receive a 1098-T tax form, it will be available in MaineStreet after it is processed in January. **You must grant consent via the MaineStreet Student Center to receive the form online.** It only takes a few moments to grant consent.

For general information about the 1098-T tax form, go to [University of Maine System 1098-T Information](#).

### Navigation:

Login to MaineStreet Portal and click on **Student Self Service > Student Center**.

In the **Finances** section of your MaineStreet **Student Center**, click on [View 1098-T](#).

The screenshot shows the MaineStreet Student Center interface. At the top, there is a navigation bar with links for Home, Add to Favorites, and Sign out. Below this, there is a breadcrumb trail: Favorites > Main Menu > Self Service > Student Center. The main content area is divided into two sections: Academics and Finances. The Academics section includes links for Enrollment, My Class Schedule, Wish List, Enroll, My Academics, Academic History, Grades, Degree Progress Report, Academic Summary, Course History by Subject, and Transfer Credit Report. The Finances section includes links for My Account, View My Bill, Pay My Bill, Account Activity, Item Summary, Direct Deposit, View 1098-T (circled in red), Financial Aid, View Financial Aid, Accept/Decline Awards, and FAFSA Status. A search box is visible above the Finances section, containing the text "other academic...".



This message will occur the first time you attempt to view your 1098-T online. Once you have granted consent, this message will no longer show.

Click the **GRANT CONSENT** button.

**Note:** By granting consent, you are agreeing to accept and receive this and future 1098-T forms electronically and not via the U.S. mail. You will not receive the 1098-T from the University of Maine System in the mail.

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### View 1098-T

**i** This is where you can view and print 1098-T form/s that have been processed for you in MaineStreet. You **MUST GRANT CONSENT** to retrieve the form/s online. This consent will be implied for all current and future 1098-T forms.

The 1098-T forms will be available in MaineStreet Student Self-Service after they are processed in January.

For more information about the 1098-T form, go to <http://www.maine.edu/about-the-system/system-office/finances/tax-forms-and-certificates/1098-t-information/>

**GRANT CONSENT**

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Checking the **Yes, I have read the agreement** checkbox indicates your agreement to receive this and future 1098-T forms electronically and not via the U.S. mail.

Click the **Yes, I have read the agreement** option.

**MaineStreet**

Favorites Main Menu > Self Service > Student Center

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## 1098-T Consent

### 1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Clicking the "Yes, I have read the agreement" checkbox means you will no longer receive the 1098-T form via US mail. Click the Submit push button to always access your 1098-T on-line. Click the Cancel push button to return to the 1098-T Year selection.

The agreement is dated: 09/15/2011

**Yes, I have read the agreement**

Next, click the  button.



**MaineStreet**

Favorites Main Menu > Self Service > Student Center

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### 1098-T Consent

#### 1. 1098-T Consent Agreement

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The agreement is dated: 09/15/2011  Yes, I have read the agreement



Click the **VIEW 1098-T SELECTION** button.

The screenshot shows the MaineStreet website interface. At the top left is the MaineStreet logo. Below it is a navigation bar with links for Favorites, Main Menu, Self Service, and Student Center. A search bar labeled 'go to ...' is visible. A 'Help' link with a question mark icon is also present. The main heading is '1098-T Consent', followed by a sub-heading '2. 1098-T Consent Confirmation'. A green message box with a checkmark icon contains the text: 'You have elected to receive your 1098-T electronically instead of through the US mail. Click the View 1098-T Selection button to continue viewing your 1098-T.' Below this message, a button labeled 'VIEW 1098-T SELECTION' is circled in red.

To view your 1098-T for a given tax year, click the link for that year in the Tax Year column.

**Note: If you use a pop up blocker, you must disable it to view your 1098-T.**

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## View 1098-T

To view your 1098-T for a given tax year, click the link for that year in the **Tax Year** column. To view details for the 1098-T, select the **Box Amount** tab and then click the available links for each tax year.

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View 1098-T

General

Box Amount

Tax Year	Version	Federal Tax ID	Institution
<a href="#">2018</a>	Original	16000769	University of Maine System
<a href="#">2017</a>	Original	16000769	University of Maine System
<a href="#">2016</a>	Original	16000769	University of Maine System
<a href="#">2015</a>	Original	16000769	University of Maine System
<a href="#">2011</a>	Original	16000769	University of Maine System

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# Reference Document 1098-T Self-Service

Here is a sample 1098-T that is displayed in a PDF format to print. You can print or save the form for your tax records.

<input type="checkbox"/> CORRECTED				<b>2018</b>		<b>Tuition Statement</b>	
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$ 2		OMB No. 1545-1574  Form <b>1098-T</b>			
FILER'S employer identification no.	STUDENT'S TIN	3 If this box is checked, your educational institution changed its reporting method for 2018 <input type="checkbox"/>				<b>Copy B For Student</b>	
STUDENT'S name		4 Adjustments made for a prior year \$		5 Scholarships or grants \$		This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.	
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year \$		7 Checked if the amount in box 1 includes amounts for an academic period beginning January—March 2019 <input type="checkbox"/>			
City or town, state or province, country, and ZIP or foreign postal code							
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>		10 Ins. contract reimb./refund \$			
Form <b>1098-T</b>		(keep for your records)		www.irs.gov/Form1098T		Department of the Treasury - Internal Revenue Service	



To view box amounts displayed on the 1098-T form and what transactions are factored into each amount, select the **Box Amount** tab.

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### View 1098-T

To view your 1098-T for a given tax year, click the link for that year in the **Tax Year** column. To view details for the 1098-T, select the **Box Amount** tab and then click the available links for each tax year.

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#### View 1098-T

[General](#) | **Box Amount**

Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments
<a href="#">2018</a>	Original	<a href="#">1835.00</a>	0.00	0.00	<a href="#">1496.00</a>	0.00
<a href="#">2017</a>	Original	0.00	<a href="#">6461.00</a>	0.00	<a href="#">5758.00</a>	0.00
<a href="#">2016</a>	Original	0.00	<a href="#">6488.00</a>	<a href="#">1585.00</a>	<a href="#">5884.00</a>	0.00
<a href="#">2015</a>	Original	0.00	<a href="#">6160.00</a>	0.00	<a href="#">3005.00</a>	0.00
<a href="#">2011</a>	Original	0.00	<a href="#">1091.00</a>	<a href="#">927.00</a>	<a href="#">3350.00</a>	0.00

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To view 1098-T **Box 1** transactions detail, click the link in the **Payments Received** column.

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View 1098-T

General

Box Amount

Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments
<a href="#">2018</a>	Original	<a href="#">1835.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">1496.00</a>	<a href="#">0.00</a>
<a href="#">2017</a>	Original	<a href="#">0.00</a>	<a href="#">6461.00</a>	<a href="#">0.00</a>	<a href="#">5758.00</a>	<a href="#">0.00</a>
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<a href="#">2015</a>	Original	<a href="#">0.00</a>	<a href="#">6160.00</a>	<a href="#">0.00</a>	<a href="#">3005.00</a>	<a href="#">0.00</a>
<a href="#">2011</a>	Original	<a href="#">0.00</a>	<a href="#">1091.00</a>	<a href="#">927.00</a>	<a href="#">3350.00</a>	<a href="#">0.00</a>

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After reviewing the transactions, select the [Return to View 1098-T](#) link.

1098-T Box Amount drilldown

**View 1098-T - 2018 - Payments Received**

View 1098-T - 2018 - Payments Received							
Item Amount	Description	Account Type	Term	Actual Billing Date	Date Posted	Payment Date	
1	99.00	Fed Direct Unsubsidized Loan	Enrollment Fees	2018 Spring			01/12/2018
2	81.00	Graduate Rec Ctr Retract	Enrollment Fees	2018 Summer			04/04/2018
3	128.00	Graduate Unified Fee Retract	Enrollment Fees	2018 Summer			04/04/2018
4	1287.00	Faculty/ Staff Tuition Benefit	Tuition	2018 Summer			04/04/2018
5	240.00	Federal Direct Unsub Loan 2018	Enrollment Fees	2018 Summer			05/04/2018

[Return to View 1098-T](#)



As you did for 1098-T **Payments Received (Box 1)**, select the link in the **Prior Year Adjustments** column to view the transactions for **Box 4**, the link in the **Scholarships and Grants** column to view transactions for **Box 5** and the link in the **Prior Year Grant Adjustments** column to view transactions for **Box 6**.

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[General](#) | **Box Amount**

Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments
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<a href="#">2017</a>	Original	<a href="#">0.00</a>	<a href="#">6461.00</a>	<a href="#">0.00</a>	<a href="#">5758.00</a>	<a href="#">0.00</a>
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<a href="#">2015</a>	Original	<a href="#">0.00</a>	<a href="#">6160.00</a>	<a href="#">0.00</a>	<a href="#">3005.00</a>	<a href="#">0.00</a>
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**Congratulations!** You have successfully viewed a 1098-T that can be used when filing your Federal Tax Information.

End of Procedure.