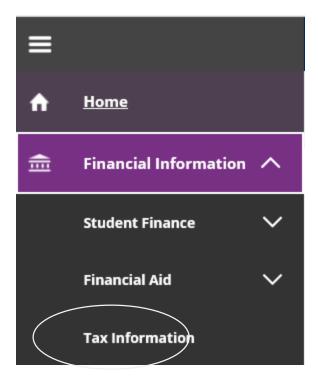
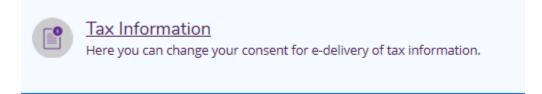


ACCESSING YOUR 1098-T THROUGH SELF-SERVICE

Log into your Self-Service account and click on the Triple Bar in the top left corner, then Financial Information, and select Tax Information:



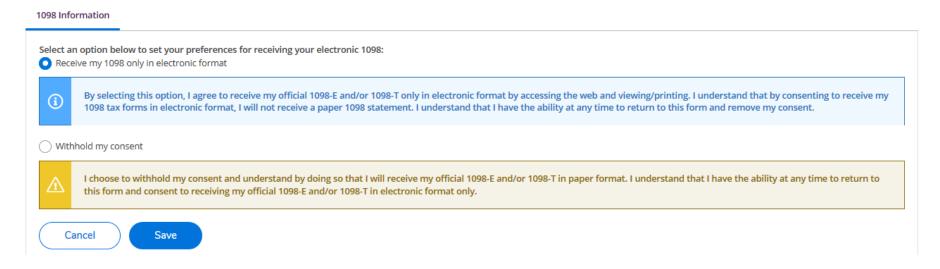
You can also click on Tax Information from the Self-Service Menu:



When the tax information page displays, you will have the option to receive your form electronically. If this option was made previously, no change is required. If this option was not previously made, select the Change Preferences option:



The following will display. Select the desired option and select Save or select Cancel to maintain the previous selection and exit the preferences area:



A list of available 1098-T forms is displayed and the form can be selected by clicking on the hyperlink for the desired tax year:

## 1098 Statements

Tax Year	Notation
2018	2018 1098T Statement
2018	2018 1098T Statement
2016	2016 1098T Statement
2015	2015 1098T Statement
2015	2015 1098T Statement

## The selected form will open as a pdf similar to the following:

<u> </u>	+ ৩	2	: Fit to page	Page view	A) Read alo	ud & Add notes 🖶		
Instructions for Student  You, or the person who can claim you as a dependent, may be able to claim an education credit on Form 1040 or Form 1040A. This statement has been furnished to you by an eligible educational institution in which you are enrolled, or by an insurer we makes reimbursements or refunds of qualified tuition and related expenses to you. It statement is required to support any claim for an education credit. Retain this statement for your records. To see if you qualify for a credit, and for help in calculatin the amount of your credit, see Pub. 977, Form 8863, and the Form 1040 or 1040A instructions.  Your institution must include its name, address, and information contact telephone number on this statement. It may also include contact information contact telephone number on this statement. It may also include contact information or a service provid Although the filer of the service provider may be able to answer certain questions about the statement, do not contact the filer or the service provider for explanations of the requirements for (and how to figure) any education credit that you may claim.  Student's taxpayer identification number (TRIN, For your protection, this form may show only the last four digits of your TIN (SSN, ITIN, ATIN, or EIN). However, the issuer has reported your complete TIN to the IRS. Caution: If your TIN is not shown this box, your school was not able to provide it. Contact your school if you have a count.  Box 1. Shows the total payments received by an eligible educational institution in 20 from any source for qualified tution and related expenses less any reimbursements or refunds made during 2018 that relate to those payments received using 2018. Box 2. Reserved.  Box 3. Shows whether your educational institution changed its reporting method for 2018, it has changed its method of reporting if the method (payments received) use for 2018 is different than the reporting method (amounts bilied) for 2017. You should be aware of this change in figuring your education cr	for qualified of the control of the	Box 4. Shows any adjustment made by an eligible educational institution for a prior year for qualified builtion and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit that you claimed for the prior year (may result in an increase in tax liability for the year of the refund). See "recaptive" in the index to Pub. 970 to report a reduction in your education credit or futilion and fees education.  Box 5. Shows the total of all scholarships or grants administered and processed by the eligible education in education. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of the education credit you claim for the year.  TIP: You may be able to increase the combined value of an education credit and certain educational assistance in income in the year it is received. For details, see Pub. 970. Box 5. Shows adjustments to scholarships or grants for a prior year. This amount of any allowable fullion and fees deduction or education credit that you claimed for the prior year. You may have to file an amended income tax return (Form 1040X) for the prior year. You may have to file an amended income tax return (Form 1040X) for the prior year. Box 7. Shows whether by an exconsidered to be carrying at least one-half the normal full-lime workload for your course of study at the reporting institution.  Box 9. Shows whether you are considered to be enrolled in a program leading to a graduate degree, graduate-level consideration, and the program is a program leading to a graduate degree, graduate-level consideration of the return of the program is a program of the program is a program of the program of the program is a program of the program						
CORRECTED  FILER'S name, street address, city or town, state or province, country, ZIP or 1 Payments received for OMB No. 1545-1574								
foreign postal code, and telephone number Mendocino College 1000 Hensley Creek Road Ukiah, CA 95482-3000	qualified tuition expenses	n and relate	2018	s	Tuition statement	/		
707-468-3102 FILER'S employer identification no.   STUDENT'S TIN	3 If this box is ch	ecked, you	Form 1098-T	·	Сору В			

and can be printed by selecting the print icon.

Please note, there are currently 2 1098-T forms for each tax year for students that attend half-time. If you attended at least half-time during the tax year (6.0 or more credits in a semester) please be sure to print both available tax forms and submit both to your tax preparer. Please contact Admissions and Records with any questions: 707-468-3101 or <a href="mailto:registration@mendocino.edu">registration@mendocino.edu</a>