Guide to Accessing Your 1098-T

The university will publish a copy of IRS Form 1098-T through the ePayment center located in your Cardinal Apps. You may also obtain your 1098-T information in your Bannerweb account. 1098-T forms will be published no later than January 31st and will remain available indefinitely.

INSTRUCTIONS TO ACCESS YOUR 1098-T INFORMATION VIA CARINDAL APPS

1) Log in to Cardinal Apps (https://apps.uiw.edu/)

2) Select the Cashnet (ePayment Center) App

3) On the left-hand sidebar, select **Tax Forms**
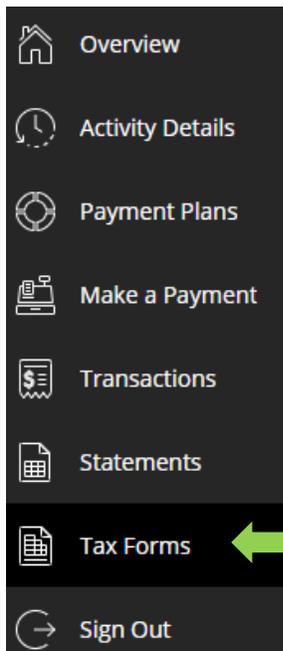
4) View or save the tax form listed by year

INSTRUCTIONS TO ACCESS YOUR 1098-T INFORMATION VIA BANNERWEB

1) Log in to BannerWeb (https://bannerweb.uiwtx.edu/)

Enter your student ID (PIDM) as your User ID. (e.g. if your PIDM is W01234567, enter 1234567).
To reset your PIN, contact the Help Desk at helpdesk@uiwtx.edu.

Login to Secure Area

User ID: 1234567
PIN:

2) Select the **Student Services** tab in BannerWeb then choose **Business Office**.

Personal Information | **Student Services** | Employee Services | Financial Aid | Proxy Services
Search [ ] Go

Student Services

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
Student Records
View your holds, grades and unofficial transcript, Request official printed transcript, Apply to Graduate.
Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
Business Office
Review your charges and payments; Visit the Business Office website; Review 1098-T information; E-mail the Business Office.

3) View **1098-T Notification**

Personal Information | **Student Services** | Employee Services | Financial Aid | Proxy Services
Search [ ] Go

Business Office Information Menu

Account Summary by Term
View 1098-T Notification
Business Office Homepage
Email Business Office

4) Then enter the tax year you are needing to view to access your 1098-T information.

Personal Information | Student Services | Employee Services | Financial Aid | Proxy Services
Search [ ] Go

Select Tax Year

Enter a Tax Year: [ ]

Submit