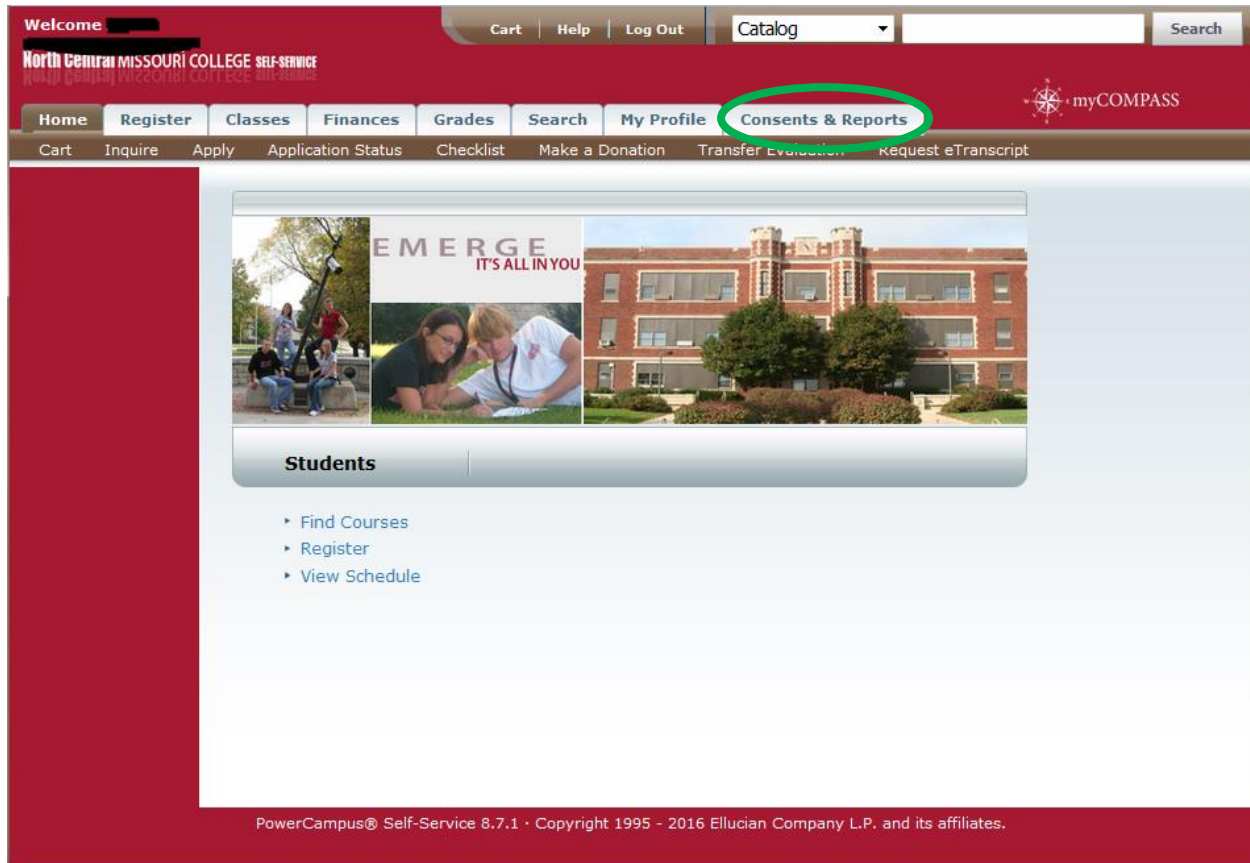


# How to Access Your Electronic 1098-T via myCOMPASS

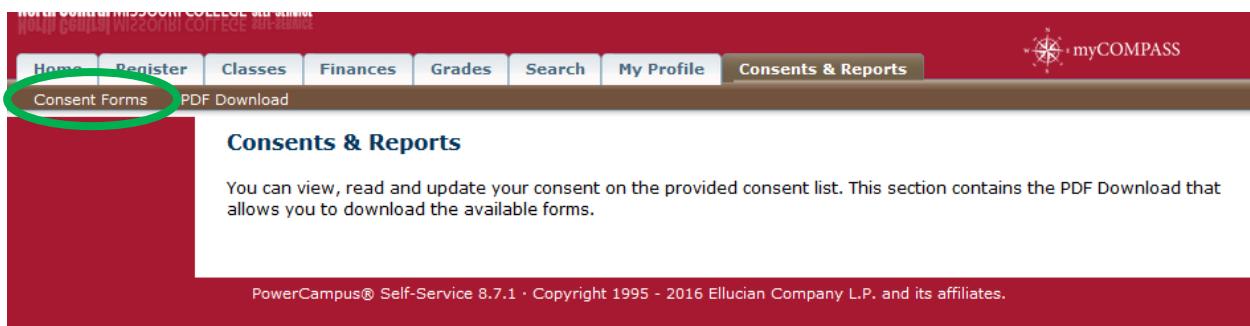
Step 1. Login to your **myCOMPASS** account.

Step 2. Click **View my personal financial information**.

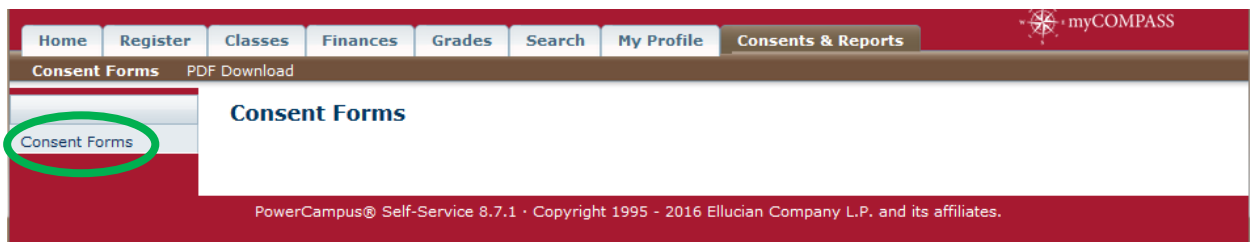
Step 3. Click the **Consents & Reports** tab at the top of the page.



Step 4. Click **Consent Forms** located in the brown bar below the tabs.



Step 5. Click **Consent Forms** on the left of the page.



Step 6. Click on **1098T (2016)**.

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Consent Forms PDF Download

### Consent Forms

The forms available to be consented are displayed below. Click on the Consent Form in the **Name** column to view the agreement and accept the consent form.

Name	Status
1098T (2016)	Not Accepted

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Step 7. Review the Consent Form and the Terms and Conditions (click link embedded in text).

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### Consent Form for 1098T (2016)

I acknowledge that by consenting to access my IRS Form 1098T electronically, that I am not waiving my right to a paper form and that one will be mailed to me at the permanent address I have on file with NCMC.

Select "I Accept" to confirm that you have read and fully understand the terms and conditions set forth for signing the content [for 1098T \(2016\)](#)

I Accept

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Self-Service - Consent Policy - Mozilla Firefox (Private Browsing)

https://sail.ncmissouri.edu/Sail/Account/ConsentForms/ConsentFormsPolicy.aspx?consen

PowerCampus by Ellucian™ Close Window

### Consent Policy

Federal regulation allows those eligible to receive IRS Form 1098T the option to receive the form in an electronic format. All NCMC students eligible to receive a 1098T will be mailed a paper form, but may also view and print their 1098T electronically through myCOMPASS. Paper forms will be mailed via the United States Postal Service to the permanent address on file with the institution and will be postmarked no later than January 31, in order to comply with IRS Regulations. Please note, NCMC employees are not authorized to offer any personal tax advice. Please address all questions and concerns regarding personal tax matters to a tax consultant/advisor or the IRS directly at 1-800-829-1040. Visit our 1098T FAQ's (<http://www.ncmissouri.edu/financialaid/claimingeducationtaxbenefits/>) page for more information.

Step 8: Check **I Accept**.

Step 9. Click **Accept**.

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### Consent Form for 1098T (2016)

I acknowledge that by consenting to access my IRS Form 1098T electronically, that I am not waiving my right to a paper form and that one will be mailed to me at the permanent address I have on file with NCMC.

Select "I Accept" to confirm that you have read and fully understand the terms and conditions set forth for signing the content for **1098T (2016)**

**I Accept**

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Step 10. Click **PDF Download** located in the brown bar below the tabs.

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Consent Forms PDF Download

### Consent Forms

The forms available to be consented are displayed below. Click on the Consent Form in the **Name** column to view the agreement and accept the consent form.

Name	Status
<a href="#">1098T (2016)</a>	Accepted

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Step 11. Click **PDF 1098-T Download** on the left of the page.

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Consent Forms PDF Download

### PDF Download

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Step 12. Click **Download** to review and/or print your electronic form.

*\*NOTE – If you have no information to be printed on a 1098T, you will see “There is no data available for you” displayed on the screen.*

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Consent Forms PDF Download

### PDF 1098-T Download

The 1098-T forms available to download for the respective tax years are listed below. Click on the **Download** link to download 1098-T form.

Tax Year	Download
2016	<a href="#">Download</a>

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