

ACS-TCRS ELECTRONIC 1098-T FORM DELIVERY

Receive Form Electronically

To elect to receive your Form 1098-T in an electronic format, please perform the following:

1. Click the [Access My Record](#) link located on the left side of the www.1098-t.com homepage, and log in to your individual account.
2. If you have not previously logged in, follow the steps to validate your personal information and create your login profile.
3. Once logged in, click the link that states, **Receive 1098-T Forms Electronically**. This link is located next to the **Mailing Status** indicator.
4. After completing step 2, you will be presented with a list that contains the institutions you attended that are participating in providing 1098-T forms in an electronic format. Although you may have attended other institutions, you will only be able to receive your form(s) electronically from this list of schools. If there are multiple schools listed, you have the option of providing consent to receive your 1098-T form in an electronic format from all of the schools on the list or just specific institutions. Please select each institution you wish to provide consent for receiving your 1098-T form in an electronic format.
5. After schools are selected, you will be asked to provide a valid email address where you will be notified when your 1098-T form is available online. If TCRS is not able to deliver the email after two attempts, a paper statement will be mailed to you, and consent to receive the form in an electronic format will be withdrawn.
6. After you have completed steps 3 and 4, click the **Grant Consent** to be directed to the required disclosure statement, or click **Cancel** to return to your individual record.
7. Next you will be required to read and accept the disclosure statement in order to receive your statement in an electronic format. Please review the disclosure statement, and click either **Accept** or **Cancel**. By clicking **Accept**, you are acknowledging receipt and understanding of the disclosure statement, and that your 1098-T form will be made available in an electronic format and not mailed. **Cancel** will return you to your individual record.
8. If consent to provide your 1098-T form in an electronic format is provided, you will receive an email no later than January 31, indicating that your form is available online at www.1098-t.com.

Withdrawal of Consent

You may withdraw consent to receive a 1098-T form electronically at any time by furnishing the withdrawal request to tcrs@acs-education.com. A withdrawal of consent does not apply to a statement that was furnished electronically in the manner described in the disclosure statement before the withdrawal of consent is furnished.

Request for Paper Form

Recipients who wish to receive a paper copy of a 1098-T form, but had previously provided consent to receive the form in an electronic format, should email the request to tcrs@acs-education.com.

Please Note

1. **Once consent is provided, it is important to note that TCRS will not be emailing Form 1098-T, but sending an email to the consenting recipient that their form(s) are available for viewing online at www.1098-t.com.**
2. The TCRS database must contain demographic information (name, address, SSN, etc.) on a student before such student is eligible to provide consent online.
3. It is the institution's responsibility to inform their student population of the option to provide consent online to receive forms in an electronic format.