Steps to Consent to Receive Form 1098-T Electronically

Federal regulations allow those eligible to receive IRS Form 1098-T the option to receive the form electronically instead of regular mail. In order to deliver your Form 1098-T electronically, the College needs your permission.

Follow these steps to consent to receive your 1098-T electronically:

1. Log in to myACCESS.cod.edu
2. Click on myACCESS for Students
3. Under Student Payment Information, click on 1098-T Electronic Consent
4. A dialog box will appear asking if you want to receive your 1098-T electronically, click Yes
5. Click Submit
6. Prior to January 31, once the form is available to view on myACCESS, an email will be sent to your College email address.