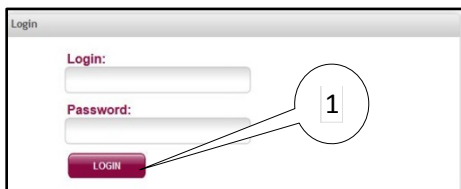


How to Access Your 1098-T

Students should follow these steps to view their 1098-T. This form contains important tax information that is being furnished to the IRS.

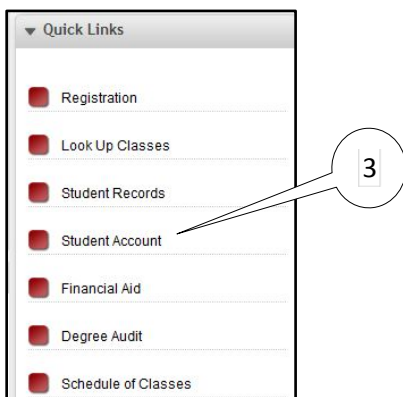
1. Log into [myNMSU](https://my.nmsu.edu) with NMSU User Name and Password.



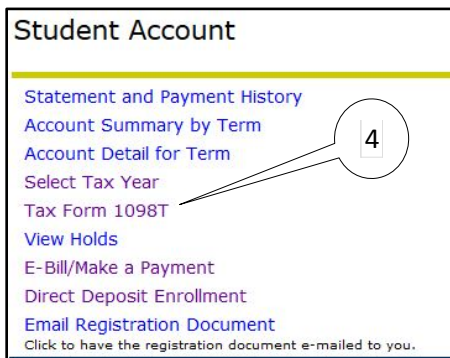
2. Select **Student Tab**.



3. Select **Student Account** from Quick Links.



4. Select **Tax Form 1098T**.



5. Enter the tax year for the 1098-T you would like to view and **Submit**.

Form 1098-T will appear on the webpage.

FILER's name, address, and contact phone number		1 Payments Received	2012
FILER's Federal Id		3 Check if reporting method has changed for 2012	
STUDENT's name, street		4 Adjustments	5 Scholarships or Grants
Service Provider/Acct. No. (opt)		6 Adjustments to Scholarships	7 Check if box 2 includes amounts for academic period beginning January - March 2013
8 Check if at least half time student		9 Check if a graduate student	10 Reimbursements from insurance contract

- 6a. To email your 1098-T click on the **Email 1098-T** button. A message will appear confirming that your 1098-T was successfully sent to your NMSU email.
- 6b. To print your 1098-T click on the **Print 1098-T** button. A Printer popup window will appear. Choose the printer and then **OK**.

Please note that the 1098-T reports amounts BILLED, not PAID.