

# 1098-T Grant Consent Instructions

- Step 1:
- Login to your WINS
- Click on Student Financial Account
- Navigate to the View 1098T section
- Near the bottom of the page, select the "Grant Consent Button"

1098-T Tax Form | Student Permission

View 1098-T

My Academics

1098-T Consent

1. 1098-T Consent Confirmation

You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

Grant Consent

- Step 3:
- Once consent is granted, the tax year will become a hyperlink

1098-T Tax Form | Student Permission

View 1098-T

My Academics

1098-T Consent

2. 1098-T Consent Confirmation

You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

View 1098-T Selection

- Step 2:
- Read the 1098-T Consent Agreement
- Check the box marked "Yes, I have read the agreement"
- Click on submit

1098-T Tax Form | Student Permission

View 1098-T

My Academics

1098-T Consent

1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the "Yes, I have read the agreement" checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated 01/11/2021  Yes, I have read the agreement

Cancel Submit

- Step 4:
- Select the 2020 tax year hyperlink to view and print your 1098-T

1098-T Tax Form | Student Permission

View 1098-T

My Academics

1098-T Consent

1098-T Report Selection

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2020	Original	[REDACTED]	UW 1098T	11/04/2020	11/04/2020