

BRUIN QUICK GUIDE:

How to View Granting Consent to Receive an Electronic 1098T

Step	Action
	<p>The 1098T form helps in determining if you qualify for certain education tax credits. If eligible, you can only claim an education credit on your taxes for the qualified tuition and related expenses paid in the year indicated on the 1098T. Bellevue University reports on amounts billed during the calendar year.</p> <p>In an effort to serve you better and more efficiently, you will be able to view and print your current 1098T electronically in BRUIN. In order to utilize this option, you must grant your consent prior to Bellevue University processing the 1098Ts for the year. If you do not grant your consent, you will receive your current 1098T in the mail. Your 1098T will be available for review electronically, or sent via postal mail, by January 31.</p>
1.	Once you have logged into BRUIN, locate the FINANCIAL AID section from the Student Info category.
2.	Click on the FINANCIAL AID DETAIL link.
3.	Click on the VIEW 1098T option on the left hand side of the newly displayed information.
4.	Click on the GRANT CONSENT button.
5.	Review the 1098T Consent Agreement.
6.	Click on the CANCEL button if you do <u>not</u> wish to grant consent. If you do not grant consent, you will receive your current 1098T by postal mail.
7.	If you do wish to grant consent, check on the YES box to the statement "I have read the agreement."
8.	Click on the SUBMIT button.
9.	Review the CONFIRMATION PAGE for accuracy.
	End of Procedure

