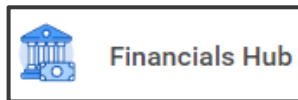


This quick reference guide (QRG) supports students in printing their 1098-T.

The 1098-T form is the tuition statement that your institution uses to report qualified tuition and related educational expenses to you and the IRS. You or your parent/guardian may be able to claim these expenses as education-related tax credits.

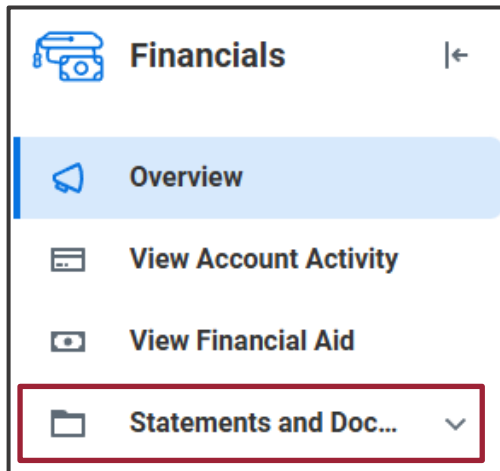
PRINT MY 1098-T

1. From the Workday Home page, click the **Global Navigation Menu** in the top left corner of your screen.
2. Click **Financials Hub** within the 'Menu.'



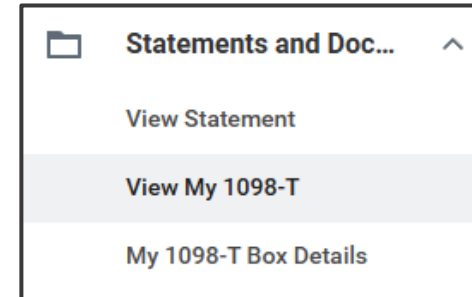
The *Financials Overview* screen displays.

3. Within the left menu, click **Statements and Documents**.



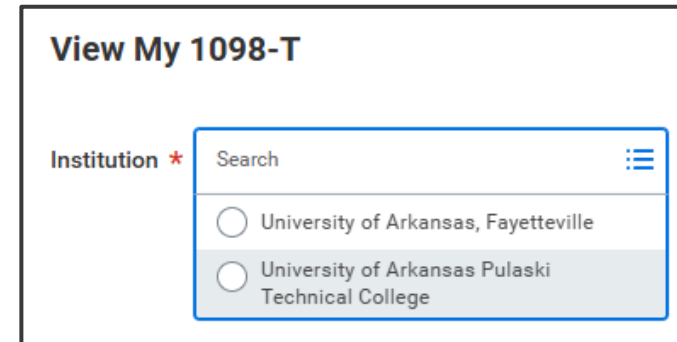
The *Statements and Documents* menu displays.

4. Click **View My 1098-T**.



The *View My 1098-T* screen displays.

5. Select your **Institution**.



Note: If you have attended more than one University of Arkansas System institution within the past calendar year, you will need to complete this process for each institution.

6. If there is only one 1098-T available, the **Calendar Year** will auto-populate.

If the **Calendar Year** does not auto-populate, select the **Calendar Year** for which you want to retrieve your 1098-T.

If no **Calendar Year** option is available to click, you do not have an available 1098-T.

7. Click **OK** at the bottom of the page.

The *View My 1098-T* screen displays.

8. At the bottom of the page, click **Print 1098-T**.

Box Value Explanations

Box 1: Payments received for qualified tuition and related expenses (QTRE).
Box 2: This box is reserved for future use.
Box 3: Checkbox for change of reporting method; for calendar year 2019 and forward, this box is reserved for future use.
Box 4: Adjustments made for a prior year.
Box 5: Scholarships and grants.
Box 6: Adjustments to scholarships or grants for a prior year.
Box 7: Checkbox for amounts for an academic period beginning in January through March.
Box 8: Check if at least half-time student.
Box 9: Check if a graduate student.
Box 10: Insurance contract reimbursements.

Print 1098-T

The *Generation Notification* page displays.

Your 1098-T PDF is being generated. Please check your Workday notifications to download it.

9. Click **Done** at the bottom of the page.

10. Click **Notifications** in the top right corner of your screen.



The *Notifications* screen displays.

When your 1098-T is available, a 'Document Available' message appears in *Notifications*.

Notifications

Viewing: All Sort By: Newest

From Last 30 Days

Document Available
Alberta Arkansas (100080464) University of Arkansas
Pulaski Technical College 2024 1098-T Printing Run.pdf is now available in My Reports
3 minute(s) ago

11. Click to display the **Document Available** notification.

12. Click the .pdf file with the blue title in the 'Details' section of the notification.

Details  Alberta Arkansas (100080464) University of Arkansas Pulaski Technical College 2024 1098-T Printing Run.pdf

Your *1098-T* displays.

13. Use the buttons in the top right of your screen to download and/or print the 1098-T document as needed.

