

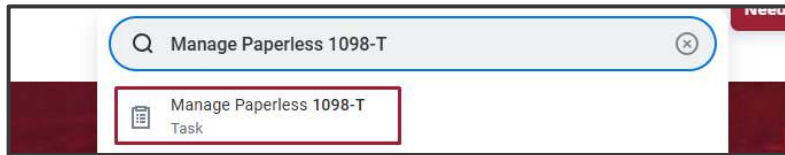
This Quick Reference Guide (QRG) supports students in managing their 1098-T delivery preferences.

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.

When you complete Onboarding in Workday, you select a 1098-T delivery preference. If you would like to change this preference in Workday, complete the following steps.

MANAGE PAPERLESS 1098-T

1. From the Workday Home page search bar, type and select **Manage Paperless 1098-T**.

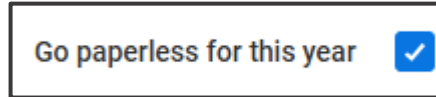


2. Select the **Calendar Year** of the 1098-T delivery preference



3. Click **OK**.
4. Set your 1098-T delivery preference.

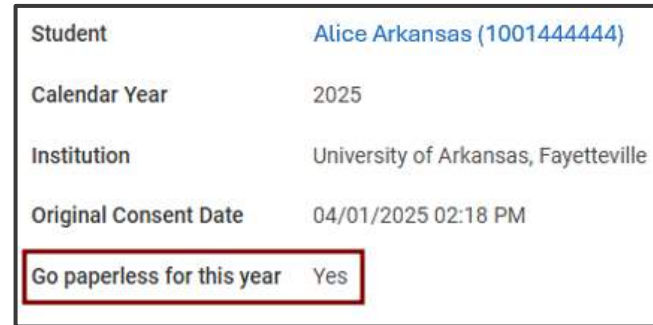
To receive your 1098-T electronically, check the **Go paperless for this year** box.



To receive a paper copy of your 1098-T via mail, leave this box unchecked.

5. Click **OK**.

Notice the 'Go paperless for this year' line indicates your selection.



6. Click **Done**.