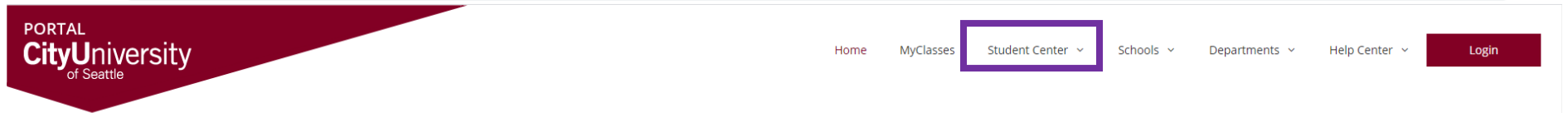
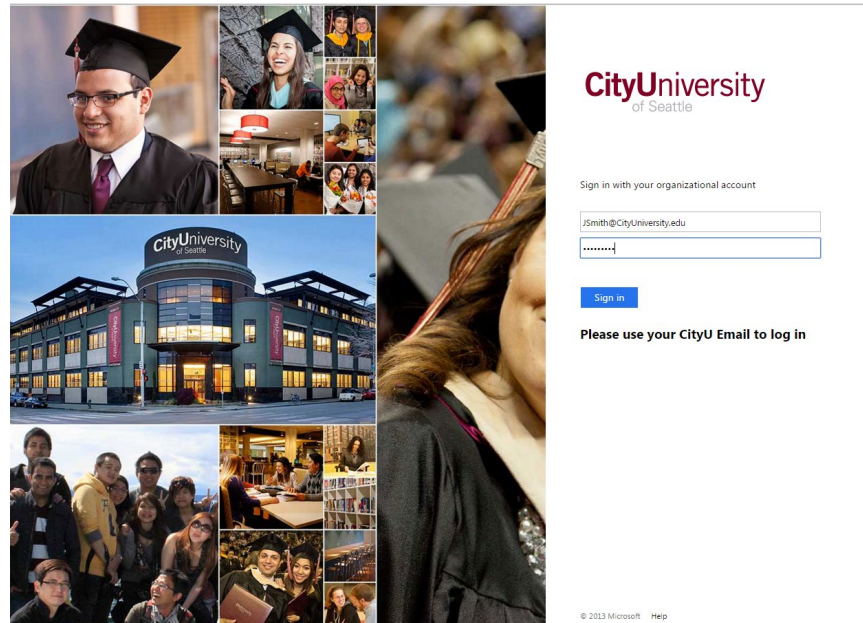


Student Center- Electronic 1098T

Step One: Access the Student Center

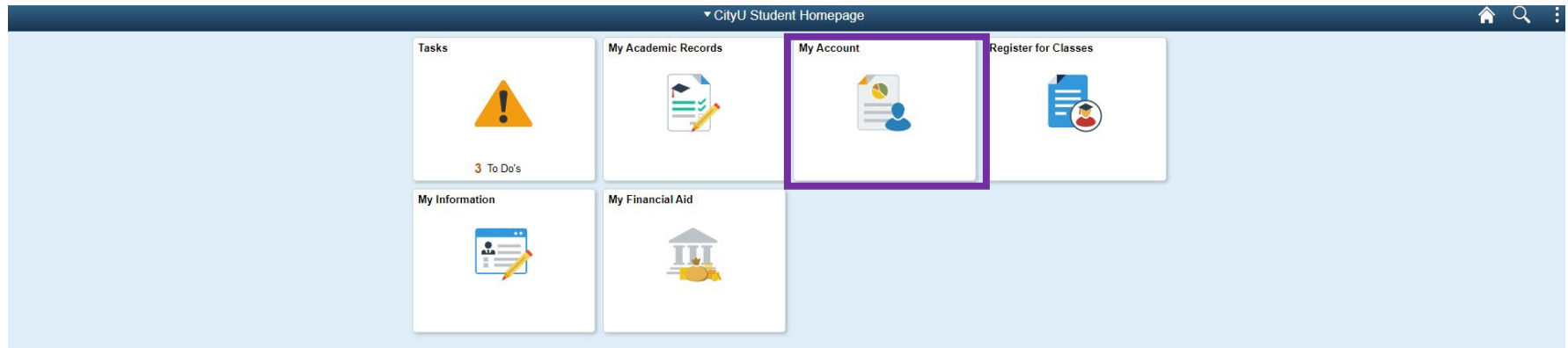


1. Go to my.cityu.edu in your browser.
2. Click the Student Center Link in the top navigation menu.
3. Log in using your CityU username and password.



Step Two: Access the My Account Tile

1. On the CU Student Homepage, Click the My Account Tile.



2. On the menu to the left, click View 1098-T

The screenshot shows the "CityU Student - My Account" page. On the left is a vertical menu with three items: "Account Inquiry" (highlighted in green), "Direct Deposit Your Refunds", and "View 1098-T" (highlighted with a purple border). The main content area displays the student's name "Mary Carter Brown" and a dropdown menu set to "Account Inquiry". Below this is the "Account Summary" section, which includes a table of account balances and a "What I Owe" table.

Account Summary

You owe 2,226.00.

- Due Now 2,226.00
- Future Due 0.00

** You have a past due balance of 2,226.00. **

NOTE: Your student account balance may not reflect pending funds from 3rd party sources (Financial aid, GI Bill®, Military TA, employer, payment plan, etc).

| Term | Outstanding Charges & Deposits | Total Due |
|------------------|--------------------------------|-----------------|
| Winter 2020-2021 | 2,226.00 | 2,226.00 |
| Total | 2,226.00 | 2,226.00 |

Currency used is US Dollar

[Remittance Addresses](#)

I have read and accept the Refund Policy

[Start a Payment Plan](#) [Make a Payment](#) [U.S. Campus Intl Wire Payment](#)

[Go to top](#)

3. If you have not already granted consent to get an electronic 1098T you will be asked to Grant Consent.

The screenshot shows a user interface for viewing 1098-T forms. On the left is a navigation menu with three items: 'Account Inquiry', 'Direct Deposit Your Refunds', and 'View 1098-T' (which is highlighted in green). The main content area has a header with 'Account Inquiry' and 'View 1098-T' buttons. Below this is a section titled 'View 1098-T' containing an information icon and a message: 'You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt. This will allow you on-line receipt for future tax years. Save paper and get your information quickly with on-line access.' A yellow 'Grant Consent' button is highlighted with a purple border. At the bottom left is a 'Go to top' link.

4. Once you grant consent, your annual 1098Ts will be available and clickable as a hyperlink if available.

The screenshot shows the 'View 1098-T' page for Mary Carter Brown. The page includes a navigation menu on the left with 'View 1098-T' highlighted in yellow. The main content area has a header with 'Account Inquiry' and 'View 1098-T' buttons. Below this is a section titled 'View 1098-T' containing a note about printed dates and a '1098-T Report Selection' section. The '1098-T Report Selection' section has two tabs: 'General' and 'Box Amount'. Below the tabs is a table with the following data:

| Year | Version | Federal Tax ID | Description | Printed Date | Transmittal Date |
|------|----------|----------------|----------------------------|--------------|------------------|
| 2020 | Original | ***** | City University of Seattle | | |
| 2019 | Original | ***** | City University of Seattle | 01/28/2020 | 03/25/2020 |
| 2018 | Original | ***** | City University of Seattle | 01/29/2019 | 03/27/2019 |

The 2020 row is highlighted with a purple box. At the bottom left is a 'Go to top' link.

5. Click the tax year to open the printable/downloadable 1098T tax document.

| | | | | | | |
|---|--|--|--|--|--|--|
| <input type="checkbox"/> CORRECTED | | | | OMB No. 1545-1574 | | Tuition Statement |
| FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number City University of Seattle 521 Wall Street Suite 100 Seattle WA 98121 Student Financial Services 800/426-5596 | | 1 Payments received for qualified tuition and related expenses \$ 9646.00 2 | | 2020 | | |
| FILER'S employer identification no. [REDACTED] | | STUDENT'S TIN [REDACTED] | | 3 | | This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return. |
| STUDENT'S name [REDACTED] | | 4 Adjustments made for a prior year \$ | | 5 Scholarships or grants \$ | | |
| Street address (including apt. no.) [REDACTED] | | 6 Adjustments to scholarships or grants for a prior year \$ | | 7 Checked if the amount in box 1 includes amounts for an academic period beginning January–March 2021 <input type="checkbox"/> | | |
| City or town, state or province, country, and ZIP or foreign postal code [REDACTED] | | 8 Check if at least | | 9 Checked if a graduate student <input checked="" type="checkbox"/> | | |
| Service Provider/Acct. No. (see instr.) [REDACTED] | | 10 Ins. contract reimb./refund \$ | | | | |
| Form 1098-T (keep for your records) | | www.irs.gov/Form1098T | | Department of the Treasury - Internal Revenue Service | | |