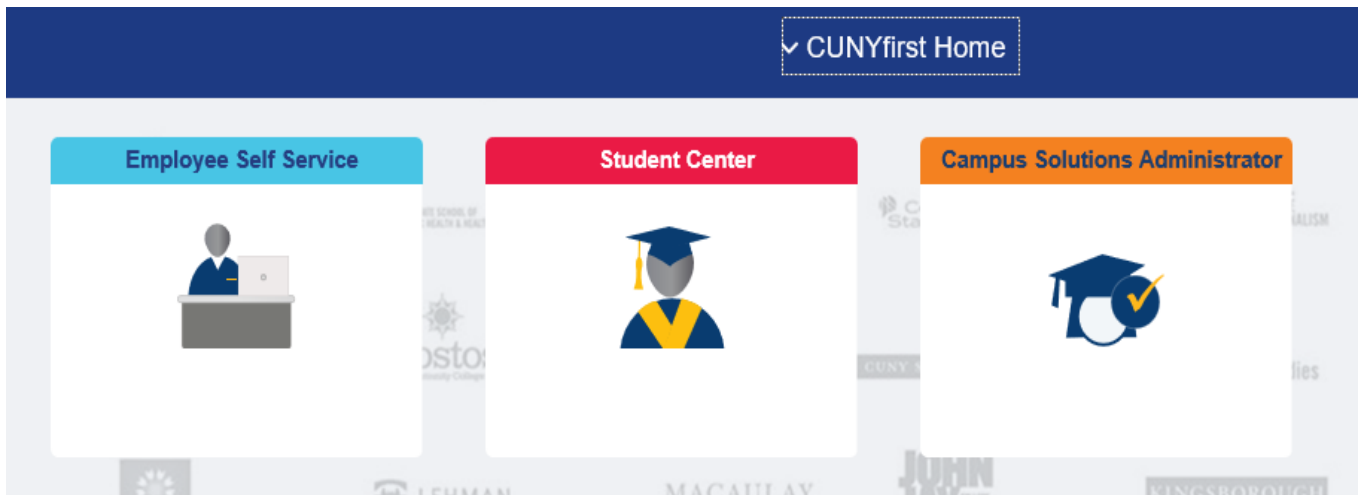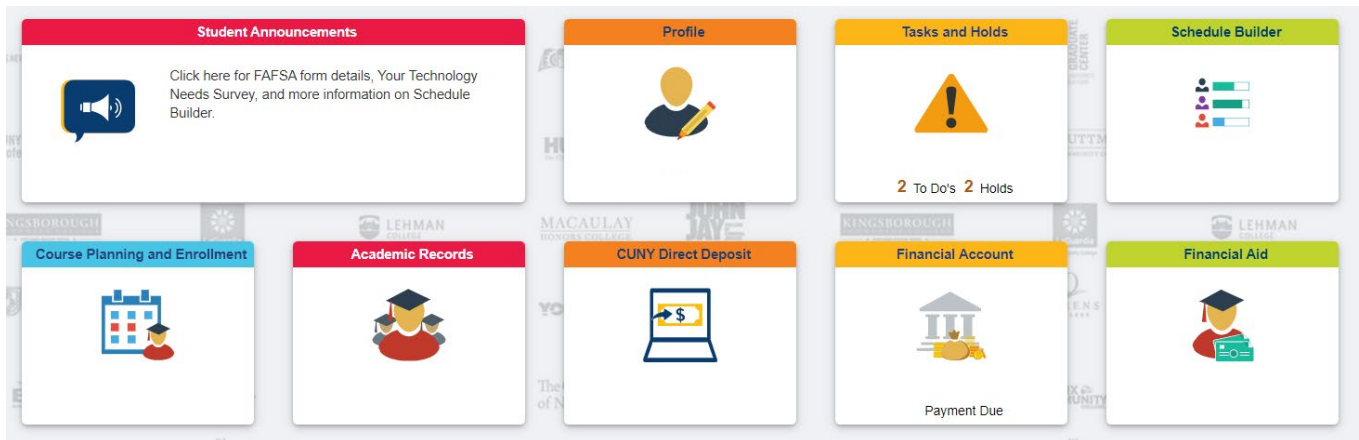# Steps to obtain your 1098-T form on CUNYfirst

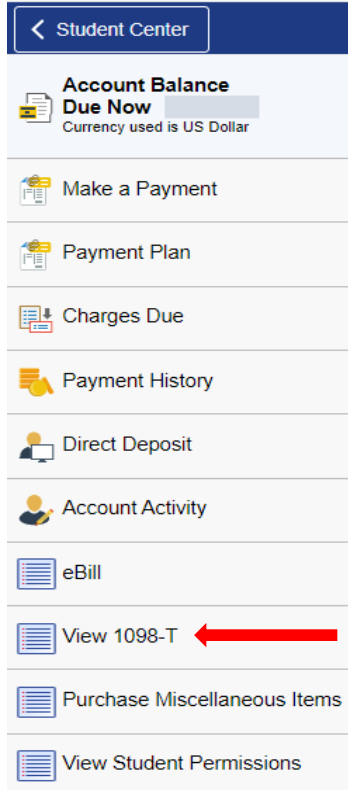**Step 1**: Log in to your CUNYfirst account -> Student Center.



**Step 2**: Click on 'Financial Account'

**Step 3**: Click on 'View 1098-T' from the side panel.



**Step 4**: If you have not yet granted access, click on the peach button labeled 'Grant Consent'.



View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. Visit www.cuny.edu/1098tfaq for Frequently Asked Questions.

Note:
1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your College 1098-T Representative should you need more information.

**1098-T Report Selection**

| Tax Year | Version | Federal Tax ID | Description | Printed Date | Transmittal Date |
|---|---|---|---|---|---|
| 2021 | Original | | CUNY - Senior College | 01/21/2022 | 03/17/2022 |
| 2020 | Original | | CUNY - Senior College | 01/19/2021 | 03/19/2021 |
| 2019 | Original | | CUNY - Senior College | 01/17/2020 | 03/27/2020 |
| 2018 | Original | | Senior College CUNYfirst Info | 01/18/2019 | 03/20/2019 |
| 2017 | Original | | Senior College CUNYfirst Info | 01/19/2018 | 03/15/2018 |
| 2014 | Original | | Comm. College CUNYfirst Info | 01/20/2015 | 03/13/2015 |

ⓘ GO PAPERLESS!! Click Grant Consent below. You will be able to view, print, save and email the form as soon as it is produced without having to wait for it in the mail.

Grant Consent

*Office of the Bursar*, Wille Administration Bldg., Rm 103, 160 Convent Avenue, New York, NY 10031, Tel. # 212-650-8700

**Step 5:** You will be taken to a screen titled '1098-T Consent Agreement'. Read the agreement, then check off the box next to 'Yes, I have read the agreement'.

< **Financial Account**

1098-T Consent                                                    1 — 2

1. 1098-T Consent Agreement

Select the check box below to consent to receive your Form 1098-T electronically to ensure secure delivery of your personal information.

Consenting to receive your Form 1098-T electronically means the University will not mail you a paper form and you agree to access your Form 1098-T via CUNYfirst Self-Service.

Your consent option will be valid for all future tax years. To opt out of electronic 1098-T delivery please visit your College 1098-T Representative.

The agreement is dated          04/25/2022      ☐ Yes, I have read the agreement

[ Cancel ]      [ Submit ]

**Step 6:** Click Submit

< **Financial Account**

1098-T Consent                                                    1 — 2

1. 1098-T Consent Agreement

Select the check box below to consent to receive your Form 1098-T electronically to ensure secure delivery of your personal information.

Consenting to receive your Form 1098-T electronically means the University will not mail you a paper form and you agree to access your Form 1098-T via CUNYfirst Self-Service.

Your consent option will be valid for all future tax years. To opt out of electronic 1098-T delivery please visit your College 1098-T Representative.

The agreement is dated          04/25/2022      ☑ Yes, I have read the agreement

[ Cancel ]      [ Submit ]

**Step 7:** View 1098-T Consent Confirmation. Click 'View 1098-T Selection



**Step 8:** If you are eligible for a 1098-T, you will be able to select the year of preference to view and print the form (Make sure to disable the pop-up blocker on your computer)



View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. Visit www.cuny.edu/1098tfaq for Frequently Asked Questions.

Note:
1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your College 1098-T Representative should you need more information.

**1098-T Report Selection**

General | Box Amount | 

| Tax Year | Version | Federal Tax ID | Description | Printed Date | Transmittal Date |
|---|---|---|---|---|---|
| 2021 | Original | 133893536 | CUNY - Senior College | 01/21/2022 | 03/17/2022 |
| 2020 | Original | 133893536 | CUNY - Senior College | 01/19/2021 | 03/19/2021 |
| 2019 | Original | 133893536 | CUNY - Senior College | 01/17/2020 | 03/27/2020 |
| 2018 | Original | 133893536 | Senior College CUNYfirst Info | 01/18/2019 | 03/20/2019 |
| 2017 | Original | 133893536 | Senior College CUNYfirst Info | 01/19/2018 | 03/15/2018 |
| 2014 | Original | 136400434 | Comm. College CUNYfirst Info | 01/20/2015 | 03/13/2015 |

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