



## 2018 FORM 1098-T NOW AVAILABLE ONLINE

Howard Payne University is offering you the opportunity to retrieve your 2018 Form 1098-T online. We have contracted with a specialized provider for this service.

IRS regulations state that each student who wishes to receive their 1098-T electronically must also provide his/her consent electronically. Therefore, if you wish to take advantage of this you must visit [www.tsc1098t.com](http://www.tsc1098t.com). The instructions are outlined below:

Go to [www.tsc1098t.com](http://www.tsc1098t.com)

Enter the Site ID: **11422**

User Name: **P + your nine digit Student ID**

Password: **Last 4 digits of your SSN**

\*If you are an international student without an SSN or have otherwise not provided your SSN to <SCHOOL NAME> the temporary password will be 0000. Submitting this temporary password in the login screen will initiate a password reset process with your email on file.

For security reasons, you will then be prompted to change your password. Enter your old password (last four digits of your SSN) and then enter a new password. **The new password must be 7 characters and contain at least one numeric character, one upper case letter and one special character.**

**Please note if you have logged into this site in prior years your password will be the one you set at that time. If you do not remember this password the "Forgot Password" button will send a link to reset your password to your HPU email address.**

**You must enter "P" before your NINE DIGIT Student ID to log into the system.**

**Your username will read either "P00XXXXXX" or "P000XXXXXX" for a total of 10 digits.**

Once you have entered your new password, you will be presented with the online consent form. Read the Online Consent Form for the requirements and specifications. If you agree, click on "Consent".

You may choose not to access your 1098-T online, you were mailed a paper copy on January 30, 2019 to the address on file with the Howard Payne University Business Office.

If you have any questions, please contact Emily Attaway at 325-649-8059.