



## How to View Your 1098-T

### Authorized Users

Your student can view the form but must grant Authorized Users access to the form to view or print it.

1. Visit: [my.hofstra.edu](https://my.hofstra.edu)
2. Click **Online Payment Center** button
3. Log in with email address and password
4. Proceed to Step 6 using the Students Instructions below

### Students

1. Visit: [my.hofstra.edu](https://my.hofstra.edu)
2. Log in with your **Student Network ID** and **password**
3. Continue to the **Student Payment Center**
4. Click **View** on middle of page next to **Your latest 1098-T Tax statement**
5. Scroll down to **1098-T Tax Statement**
6. Click **View** for the year you wish to view
  - ◆ Depending on the web browser you are using, you may receive a security message for permission to **open** or **save** your 1098-T
    - ◇ Select open to view your 1098-T in a new window
    - ◇ Select save to save a PDF copy to your computer