

How to Access Your 1098-T Tax Form

- Go to <https://my.trevecca.edu>
- On the home page look under **Trevecca Quick Links** for **Student Account Center**
- Once you are in the payment center you will look for **Statements** on the home page where you should see “Your latest 1098-T Tax statement”
- Click “View Statements” to view/print your form

See screenshots below for additional guidance:

The screenshot shows the Trevecca Nazarene University SharePoint home page. The top navigation bar includes the university logo, the text 'SharePoint', a search bar, and a 'Home' button. Below the navigation bar, there are two main sections: 'Trevecca Portal News For YOU' and 'Trevecca Quick Links'. The 'Trevecca Portal News For YOU' section contains two news items: 'ITS Acceptable Use Policies 2022' and 'Workaround for Issues Accessing Blackboard Documents in Microsoft Edge'. The 'Trevecca Quick Links' section contains a grid of links including Blackboard Learn, Student Account Center (highlighted in yellow), Trevecca Nazarene University, Guardian Campus Reporting Form, WebPrint, and Plant Ops Maintenance Request. There are also social media and utility links like Self-Service, TouchNet ID Card, TNU Fact Book, Waggoner Library, and Trevecca Chapel - YouTube.

The screenshot shows the Trevecca Nazarene University My Account page. The top navigation bar includes the university logo, the text 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The user is logged in as 'xxxxxx' and has a 'Logout' button. Below the navigation bar, there are three main sections: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Announcement' section contains a notice about COVID-19 and financial aid. The 'Student Account' section shows the user's ID as 'xxx9801' and a balance of '\$0.00'. The 'My Profile Setup' section contains a list of links for 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'.

Announcement

- **ALL STUDENTS:** For important information and live updates on **COVID-19** and how you may be impacted as a Trevecca student, **CLICK HERE**.
- Balances are due on the **first day** of class each semester **for the entire semester** through one of our online payment plans or one-time payment (after any financial aid). Be sure to (1) accept or decline any Federal aid at the **My Trevecca Portal**, and (2) complete your Master Promissory Note and Entrance Counseling at studentaid.gov if you are taking out loans.
- *Bookstore charges tend to come in closer to the start of each class.*

Student Account

ID: xxx9801

Balance

\$0.00

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

Statements



Click the button to view your current account balance and details.

[View Real Time Statement](#)

Your latest eBill Statement
(4/3/19) April 2019 Statement

[View Statements](#)

Your latest 1098-T Tax statement
2019 1098-T Statement

[View Statements](#)

My Profile Setup



[Authorized Users](#)



[Personal Profile](#)



[Payment Profile](#)



[Security Settings](#)



[Consents and Agreements](#)



[Electronic Refunds](#)