Washington College

Business Office

1098-T for 2012 Will Be Available Online January 2013

Washington College is pleased to offer all students their 1098-T statement online through Web Advisor in an IRS approved PDF format. This allows you to view, print and reprint the form at any time.

Washington College is required, by the IRS, to furnish all qualifying students with a form 1098-T for each calendar year. The Washington College Form 1098-T reports qualified tuition and related fees paid in the current calendar year less any reimbursements or refunds made during the calendar year that relate to the payments received for the qualified tuition and fees. In the past, you received paper copies of your 1098-T. Complete instructions for Form 1098-T are available on the IRS Web site at http://www.irs.gov/pub/irs-pdf/i1098et.pdf

Benefits of Receiving Your Form 1098-T Electronically:

- Online delivery will provide access to the 1098-T statement earlier than the traditional paper process.
- Online delivery eliminates the chance your 1098-T statement will get lost, misdirected or delayed during delivery or misplaced after you receive it.
- Access is available on the same secure Web site you access and print direct deposit information.
- You will have access to your 1098-T statements at any time of day and on weekends.
- You can print multiple copies at your convenience.
- You are contributing to cost savings (forms, printing and postage expense).
- 1098-T statements will remain online for multiple years.

Federal regulations require that students provide their consent to receive the 1098-T in an electronic format. The consent to receive your 1098-T in an electronic format continues from year to year and does not need to be repeated.

The process for requesting the electronic version is quick and easy. Just follow these steps:

- From the Washington College Web page
- Click on Log In
- Click on Web Advisor
- Click Log In (enter your email log in & password)
- Click on Students
- Under Financial Information click on 1098-T Electronic Consent
- Click the top circle giving your consent to view and print your 1098-T statement online.
- Click Submit
- You WILL NOT receive a confirmation that your selection has been received. To confirm your selection, go back into the Electronic 1098-T consent option and make sure the top box circle is filled in.

If you consent to receive your 2012 1098-T electronically, you must provide your consent by **January 25, 2013**. Once the 1098-T's are processed, students who provided their consent will be able to view and print their 1098-T once processing is complete. An email notification will be sent to students when the 1098-T's are available on Web Advisor.

The process to view and print the electronic version is simple. Just follow these steps:

- From the Washington College Web page
- Click on Current Students
- Click on Web Advisor
- Click Log In (enter your email log in & password)
- Click Students
- Under Financial Information click View my 1098-T Forms
- Click appropriate year to view (2012)

Disclosure Notices:

A student who consents to receiving the Form 1098-T electronically will not receive a paper copy. If a student does not consent, the Business Office will mail their 1098-T via the US Postal Service, to the current address on record no later than January 31, 2011. In addition, forms 1098-T will be mailed via the US Postal Service, to the current address on record of those students who have separated from the college.

These instructions will be located at http://www.washcoll.edu/offices/business-office/student-services.php

For additional information or questions, contact the Business Office:
Debbie Bergen, dbergen2@washcoll.edu, 410-778-7266 X 8