

Dear Student,

1098-Ts for 2019 are available online through a third-party, TAB Service Company. The forms **are not** be available through Self-Serve.

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 . The instructions are outlined below:

Go to www.tsc1098t.com

Enter the Site ID: **11672**

User Name: **NOBTS Student ID Number (no dashes just numeric)**

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

For security reasons, you will be prompted to change your password. Enter your current password (last four digits of your SSN) and then enter a new password. **The new password must be at least 8 characters and contain at least one upper case letter, one lower case letter, one numeric character, and one special character. This password will be your password going forward so please make note of it.**

Once you have entered your new password, you will be presented with the online consent form. If you agree, click on “Accept Consent” then click “Submit”. Your consent will apply to 2019 and subsequent years.

To view and print 1098-T, click on “View/Print my 1098-T” in the left-hand menu. It will then download in a PDF file for you to print.

**For questions about setting up your account or retrieving your 1098-T, please contact customer service for TAB Service Company at (888)220-2540. (available 9 AM-5 PM Central Time)

**For all other questions related to your 1098-T, you can contact the NOBTS Business Office at (504)282-4455 x3210 or email Cashier1@nobts.edu