

Locating Your 1098-T & W-2 Tax Forms

What are these forms?

1098-T: Provides summary of payments made for qualified tuition and related expenses

W-2: Used to report a student employee's annual wages and the amount of taxes withheld.

Note: If you did **not** work at WSU last year, you will not have a W-2.

How to Print These Forms:

Step 1: Log in to e-services using your Star ID and password (to reset your StarID password visit starid.mnscu.edu)

Step 2: Click on "Bills and Payment" tab or "Student Employment" (whichever is applicable)

Step 3: Click on "1098-T Tax Form" or "W-2 Tax Form" (whichever is applicable)

Step 4:

If you have **consented** to view your tax forms electronically, you will see a screen that looks like this:

Calendar Year 2015

1098-T Tuition Statement
The 1098-T Tuition Statement is an informational tax form filed with the IRS on behalf of a student by their college or university. The form includes payment and scholarship information for the tax year that may be useful in determining any educational tax benefit.

[Tax Form 1098-T](#)
[Tax Form 1098-T Details](#)
[Tax Form 1098-T Information](#)

W-2 Wage and Tax Statement
The W-2 Wage and Tax Statement is used to report a student employee's annual wages and the amount of taxes withheld. The W-2 form may be required when filing your income tax return.

[Tax Form W-2](#)
[Tax Form W-2 Instructions](#)

If you have **not consented** to view your tax form/s electronically, you will see a screen with a link to consent. Click on the link provided and confirm your consent on the next screen.

[Enrollment for Electronic Tax Form\(s\) - Sign up now to access your tax forms online.](#)

Enrollment for Electronic Tax Form(s)

Required Disclosures

Disclosure Statement for Electronic Access to 1098-T Tuition Statements

General

- Your 1098-T Tuition Statement can be accessed by you online after you give your electronic consent. If you do not consent to electronic delivery, your 1098-T Tuition Statement will be furnished to you on paper via U.S. Mail and the electronic version will NOT be available.
- You will only need to consent one time. This consent applies to ALL Minnesota State Colleges and Universities at which you are a student. The consent will be effective for all 1098-T Tuition Statements issued to you by Minnesota State Colleges and Universities for current and future years unless you withdraw your consent as noted below. You will be notified by email and on your Student e-Services dashboard when your 1098-T Tuition Statement is available electronically. The notification will state "IMPORTANT TAX RETURN DOCUMENT AVAILABLE."
- You will have access to your electronic 1098-T Tuition Statements even when no longer actively enrolled in a Minnesota State College or University.
- If you wish to obtain a paper copy of your statement, you can do so by sending a written request (including your full name, student identification number, and your college/university) to:

Minnesota State Colleges & Universities

I consent to receive my Tax Form 1098-T Tuition Statement electronically. **1**

Yes No

I consent to receive my Tax Form W-2 Wage and Tax Statement electronically. **1**

Yes No

If you **consented to view only one document**, but now need to consent to view the other, click on **Dashboard** (left-hand menu) and under "Action Items" find the applicable link to consent.

Home

- Account Management
- Courses & Registration
- Grades and Transcripts
- Financial Aid

Action Items

- [Please enter, verify or update your local address.](#)
- [Please enter, verify or update your permanent address.](#)
- [Sign up now to get your year-end tax form for tuition -- online.](#)
- [Tax Form W-2 Wage and Tax Statement - to receive it online, enroll now.](#)

Step 5: Repeat steps 2 and 3. You should now see the screen that is shown in step 4. Click on the applicable link to find and print your form/s.