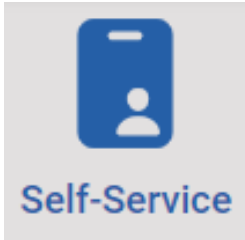


# How to receive your 1098-T



**1:** On the [CEI Website](#) go to your Student [Self-Service Page](#) under 'Quicklinks'



**2:** Login using your CEI email and password



Sign in

first.lastname@cei.edu

Can't access your account?



← first.lastname@cei.edu

Enter password

.....|

Forgot my password

**3:** Click on 'Tax Information'

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.



Tax Information

Here you can change your consent for e-delivery of tax information.

CONTACT US FOR MORE INFO

208-535-5352

[cashier.office@cei.edu](mailto:cashier.office@cei.edu)

NEED HELP LOGGING IN?

208-535-5444

**4:** Select to receive your 1089-T through electronic format

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format.

By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098-T tax form in electronic format, I will not receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent.

Withhold my consent

I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receive my official 1098-T in electronic format only.

**Important Websites:**

CEI Website: [www.cei.edu](http://www.cei.edu)

Student Self-Service:

<https://colss-prod.ec.cei.edu/Student/>

**5:** Select the year you want to print

1098 Statements

Tax Year	Notation
2022	<a href="#">2022 1098T Statement</a>
2021	<a href="#">2021 1098T Statement</a>

Note that documents are **ONLY** available after January 31st of the year.

**6:** When the PDF opens, save or print the document



CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses	OMB No. 1545-1574
		\$	<b>2022</b>
		2	Form 1098-T
FILER'S employer identification no.	STUDENT'S TIN	3	<b>Tuition Statement</b>  <b>Copy B For Student</b>  This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
STUDENT'S name		4 Adjustments made for a prior year	
Street address (including apt. no.)		5 Scholarships or grants	
City or town, state or province, country, and ZIP or foreign postal code		6 Adjustments to scholarships or grants for a prior year	
Service Provider/Acct. No. (see instr.)		7 Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2023 <input type="checkbox"/>	8 Checked if at least half-time student <input type="checkbox"/>
		9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund

Form 1098-T (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

## 1098-T Information

The 1098-T Tuition Statement is provided annually to each student who paid qualified tuition and related expenses during the previous year. It includes financial information such as tuition charges, scholarships received, and payments made. You, or the person who can claim you as a dependent, may need this information for either education credits or a tuition deduction on federal tax returns. The data on the form is also sent to the IRS. Learn more by reading [IRS Publication 970](#).

To comply with federal laws, CEI is required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Your 1098-T form will be incomplete unless we have your social security number on file.

If you have not done so already, please provide your Social Security Number to the Registrar's Office by December 31st to ensure your information has been updated prior to the issuance of your 1098-T. Bring a valid ID and social security card to the Registrar's office to submit your SSN.

If you refuse to provide your SSN or ITIN, or you provide an incorrect number, the IRS is empowered to impose penalties. Note: Institutions are not required to report the demographic and financial data for students with nonresident alien status during the reporting year.

If you are eligible to receive a 1098-T, you can expect it to be available by January 31st. In Student [Self-Service](#), you can make the choice to opt in to receive an electronic copy of your 1098-T. You will receive an email notification when it is ready, and then you will have the ability to securely view and/or print your form online immediately. If you do not consent to receive an electronic copy of your 1098-T, a paper copy will be mailed to your address on record.

### Electronic Forms—Recommended

- Log into CEI Student [Self-Service](#). If you need help logging into your account, contact the Help Desk at (208)535-5444.
- Click on 'Tax Information' and consent to receive the 1098-T in electronic format to view any available forms.
- Select the tax year you would like to view.
- When the PDF opens, save, or print the document.

### Mailing of Forms—Make sure your mailing address is current.

- If you do not consent to electronic format of tax information, you will be mailed a 1098-T in paper format to the mailing address on file at CEI.
- You can update your address by contacting Student Affairs at (208)524-3000 option 4, email [admissions@cei.edu](mailto:admissions@cei.edu) or in person at Building 3 Room 311.

College of Eastern Idaho is unable to provide you with individual tax advice, but should you have questions, you should seek the counsel of an informed tax preparer, tax advisor, or contact the Internal Revenue Service Center.