







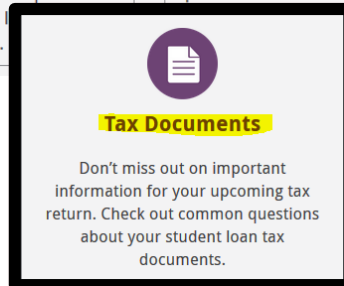
To Get 1098-T Tax Documents with ECSI

1. Go to heartland.ecsi.net
2. Scroll to the bottom of the page where you see these icons.

Want to learn more about managing your account online?
View our Help Center or select an option below

 New to Heartland ECSI? Are you new to Heartland ECSI? Start here to learn how to create a profile and manage your account.	 Student Loan Accounts Do you need to view your student loan account? No problem! Our online account access makes all of the information available at your fingertips.	 Past Due Tuition & Fees You have a past due account. Now what do you do? Access information on how you can bring your Tuition & Fees current.
 Financial Aid Refunds Looking for information about your financial aid refund? You can find useful information to answer all of your disbursement questions.	 Tax Documents Don't miss out on important information for your upcoming tax return. Check out common questions about your student loan tax documents.	 Tuition Payment Plans Not sure if a tuition payment plan is right for you? View information on what plans are available and how they work.

3. Have the student click on the TEXT of the tax documents box.



Tax Documents
Don't miss out on important information for your upcoming tax return. Check out common questions about your student loan tax documents.



4. Have the student click the "CLICK HERE TO SEARCH FOR YOUR TAX FORM" link

TAX DOCUMENTS

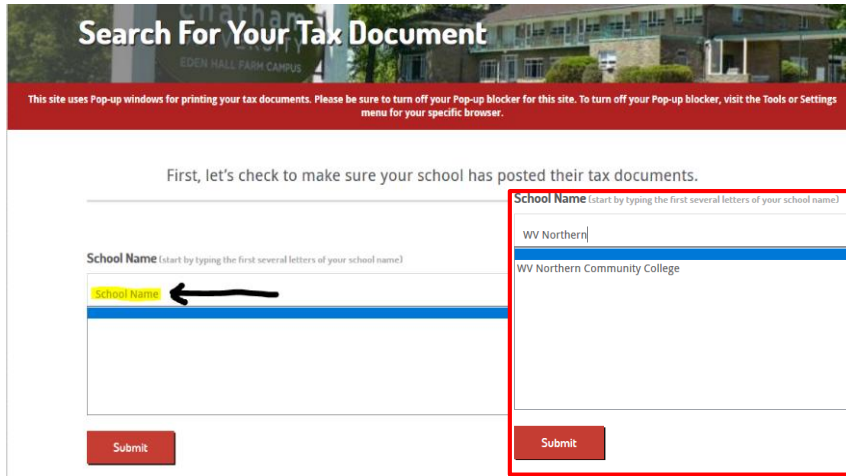
Tax Documents [Return to Help Center](#)

We're here to help!

We issue over 5 million tax documents each year, so we fully understand the most efficient and effective way to get you the information you need for your annual IRS tax returns. In the spirit of our mission, we want to offer simple but thorough solutions to all of your questions. So, go ahead, ask away.

 1098-T Tax Documents	 1098-E Tax Documents
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[CLICK HERE TO SEARCH FOR YOUR TAX FORM](#)



5. Have student click where the “School Name” text is to activate drop down search. Student needs to type “WV Northern Community College” in order to find our school. “West...” will **not** locate the school.

6. Student will select the school and hit “Submit”. The next page will ask the student for identifying information. Have the student include all information—including their full social security number and their zip code listed in Banner. They will also need to select the “I’m not a robot” check box in the reCAPTCHA.

School Name (start by typing the first several letters of your school name)

WV Northern Community College

Submit


First Name
[REDACTED]

Last Name
WILSON

SSN
123456789

Your Identification Number must be of 9 digits.

Zip Code

I'm not a robot 

Continue

7. It will state that they’ve found the student’s tax statement. Next to the tax statements (1098-T or 1098-E) it will indicate whether the document is available and/or if it was delivered to the student via electronic format or US Mail. Northern DOES sent all 1098-T documents via US Mail, but the information can still be viewed online and printed from the ECSI Website. The student will click the little “+” to view the information.

YOUR TAX STATEMENT

The detail shown below is for informational purposes only. If you would like to access prior year tax documents, you will need to create a profile and connect your account. To learn how to connect your account, please visit the the Help Center.

STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

1098-T STATEMENT

Status: Delivered (US Mail) +

1098-E STATEMENT

Status: (Not Available) +

8. When the student hits the "+", a drop down of the student's information that is viewable on the 1098-T will display. If the student wants a copy of the official statement, they can click on the "View/Print Statement" link and it will display the tax document that they can print and/or take to an accountant or tax agent. If the student states that any of their information is incorrect, they may make a change to the document, but this information does **NOT** change what we have in Banner. They will need to submit a Change of Information card.

1098-T STATEMENT

Status: Delivered (US Mail) --

Reporting Institution: **WV Northern Community College** Tax Year: **2016** [View/Print Statement »](#)
 You must turn off your pop-up blocker to view and print the tax form.

Delivery Address: [REDACTED]

Box 1 ("Payments"): **\$0.00** Box 2 ("Charges"): **\$2,039.50** [Make a Change »](#)
 Select this option if you would like to update your SSN, Name or Address listed on your tax form.

Box 3 ("Reporting Method Changed"): **No** Box 4 ("Prior Year Adjustments"): **\$0.00**

Box 5 ("Scholarships & Grants"): **\$0.00** Box 6 ("Prior Year Adjustments (scholarships/grants)"): **\$0.00** [Create a Dispute »](#)
 Select this option if you disagree with information shown in the boxes of your tax form.

Box 7 ("Amounts for Upcoming Term"): **Yes** Box 8 ("Half-Time or Above"): **No**

Box 9 ("Graduate Student")	FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number WV Northern Community College 1704 Market Street Wheeling WV 26003 Contact: (304) 233-5900 Ext. 8811 ECSI: 866-428-1098	1 Payments received for qualified tuition and related expenses	OMB No. 1545-1574 2016 Form 1098-T	Tuition Statement Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service. 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.
	FILER'S federal identification no. 55-0530182	2 Amounts billed for qualified tuition and related expenses \$2,039.50	3 If this box is checked, your educational institution has changed its reporting method for 2016 <input type="checkbox"/>	
	STUDENT'S name, street address, city, state, and ZIP code [REDACTED]	4 Adjustments made for a prior year	5 Scholarships or grants	
	STUDENT'S taxpayer identification no. *****[REDACTED]	6 Adjustments to scholarships or grants for a prior year	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2017 <input checked="" type="checkbox"/>	
	Service Provider/Act No. (see instr.) N000 [REDACTED]	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/1098t Department of the Treasury-Internal Revenue Service

If you have any general questions, please visit <http://www.ecsi.net/taxinfo.html> for information regarding your tax documents and to obtain contact information for ECSI. If you have any questions regarding the financial information on your 1098-T, please contact your school directly.

Neither your school nor ECSI can answer tax questions or provide tax advice, you must contact your tax professional.

9. The student can always contact the Tax Document Phone Line at **1.866.428.1098** 7:30AM-8PM EST, Monday through Friday if they have issues locating their account number and tax documentation.