

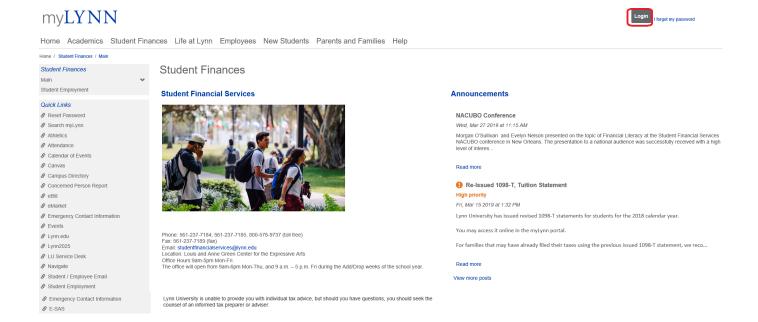
How to consent to receive 1098-T forms electronically

Detailed Instructions for students

Colleges and Universities in the United States are required to send Form 1098-T to any student who paid "qualified educational expenses" in the preceding tax year. These qualified expenses include tuition, any fees that are required for enrollment, and course materials required for a student to be enrolled at or attend the educational institution.

- •All students attending Lynn University are required to complete the Statement of Financial Responsibility form. This form provides implied consent for a student to receive the 1098-T form electronically.
- •If a student would rather a hard copy of the 1098-T form is received, they must complete this process defined in this section and select "No" as outlined on step 6 of this process.

Step 1: Sign in to myLynn







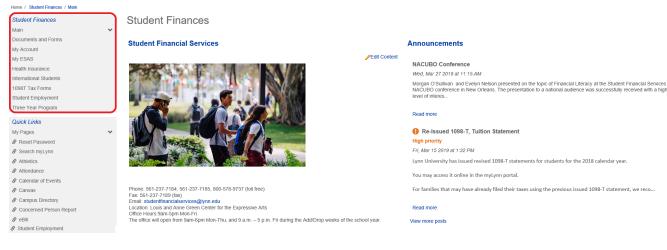
Step 2: Click on Student Finances Step 3: Click on 1098T Tax Forms

Home / Student Finances / Main



my**LYNN**

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Step 4: Click on the link that says Electronic 1098-T Consent Form

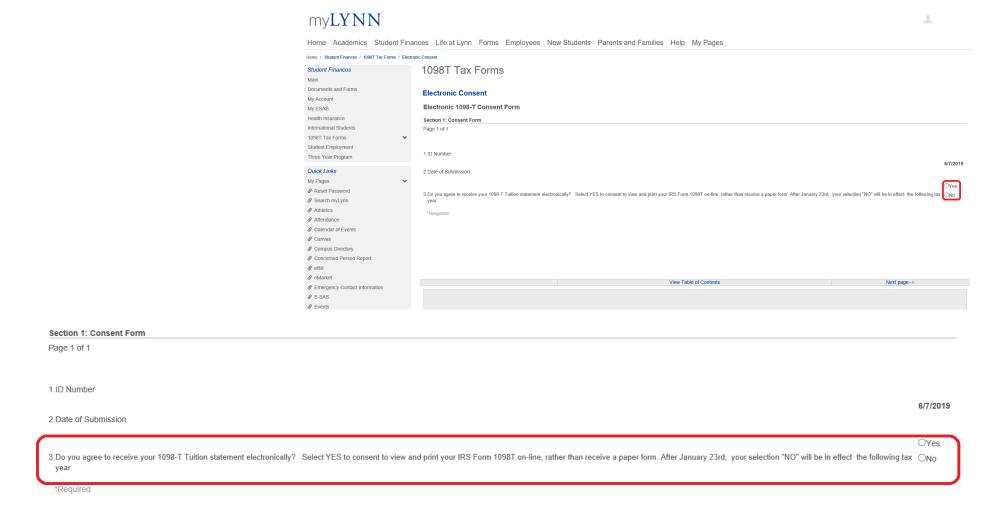
Electronic Consent



myLYNN Home Academics Student Finances Life at Lynn Forms Employees New Students Parents and Families Help My Pages Student Finances 1098T Tax Forms Electronic 1098-T Electronic Consent My ESAS Health Insurance How to view your 1098T The IRS does not require you send in the form with your taxes. 1098T Tax Forms Student Employment Student Employment Three Year Program If there is no form available for viewing or if there is a message that states that you are excluded from reporting, it may be for some reasons listed below: 1098T Tax Forms Quick Links 1098T 2018 1098T_2017 Ø Search myLynn In previous years, your 1084-T included a figure in Box 2 that represented the qualified tutton and related expenses (GTRE) we alter for your student account for the calendar (tax) year. Due to a change to institutional reporting requirements undertent law, beginning with tax year 2018, Lynn University will report in Box 1 the amount of QTRE you paid during the year. 1098T 2015 1098T 2014 @ Calendar of Events Ø Canvas Depending on your income (or your family's income, if you are a dependent), whether you were considered full or half-time enrolled, and the amount of your qualified educational expenses for the year, you may be eligible for a federal education tax credit. (If Set Politication 1901, page 3) Ø Concerned Person Report Ø eBill Ø eMarket The dollar amounts reported on your Form 1096-T may assist you in completing IRS Form 8863 – the form used for calculating the education tax credits that a taxpayer may claim as part of your tax return.

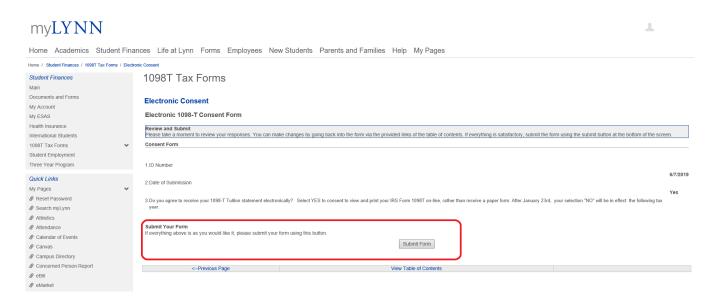
Lynn University is unable to provide you with individual tax advice, but should you have questions, you should seek the counsel of an informed tax preparer or adviser.

Step 5: Click Yes to consent to electronically receive the 1098-T or No to request a paper copy. Step 6: Click Next Page



Step 7: Review the information and click Submit Form

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2. Date of Submission 3. Do you agree to receive your 1098-T Tuition statement electronically? Select YES to consent to view and print your IRS Form 1098T on-line, rather than receive a paper form. After January 23rd, your selection "NO" will be in effect the following tax year. Submit Your Form If everything above is as you would like it, please submit your form using this button. Submit Form

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Step 7: The process is complete

