

# ACCESSING YOUR 1098-T FORM

Grand Canyon University uses a third party (Heartland ECSI) to mail all IRS 1098-T forms. A 1098-T form is sent to any student who had qualified tuition, other related educational expenses, scholarships, and/or grants applied to his/her account during the previous calendar year. The form is mailed to the student's address on file no later than January 31<sup>st</sup>.

As a reminder, Grand Canyon University cannot answer specific questions related to the 1098-T. We advise that students speak with a qualified tax professional or contact the IRS Taxpayer Assistance line at 1-800- 829-1040.

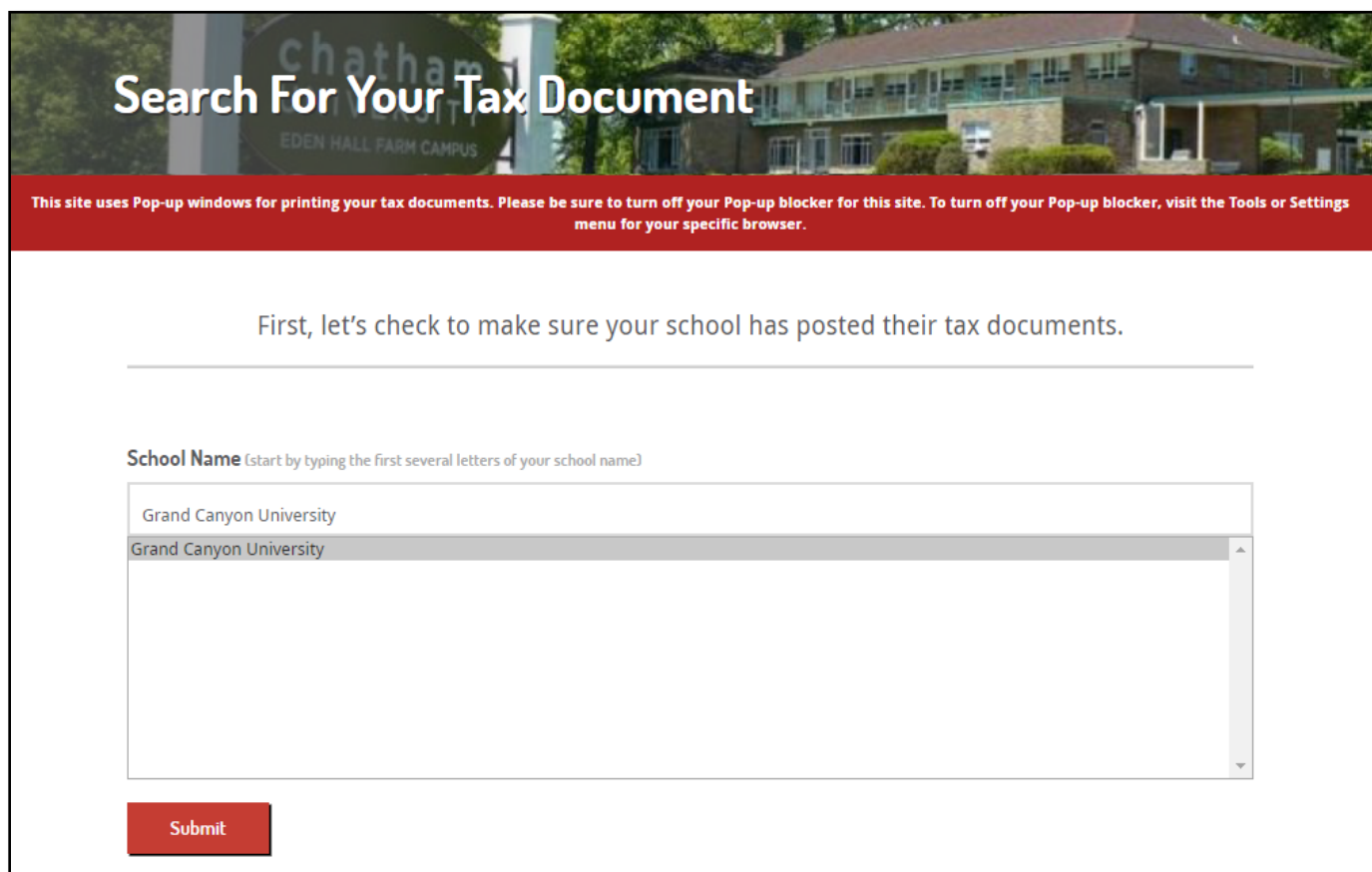
Below are the steps a student can take if in order view your 1098-T form online. Please note the forms will be available online no later than January 31<sup>st</sup>.

## **To View Your 1098-T Form:**

1098-T Forms can be obtained at the following website:

<https://heartland.ecsi.net/index.main.html#/access/lookup>

**Enter "Grand Canyon University" as school name and click on "Submit".**



The screenshot shows a web interface for searching tax documents. At the top, there is a banner image of a building with the text "Search For Your Tax Document" overlaid. Below the banner, a red bar contains a warning: "This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser." The main content area has a heading "First, let's check to make sure your school has posted their tax documents." followed by a horizontal line. Below this is a section labeled "School Name (start by typing the first several letters of your school name)". It features a text input field containing "Grand Canyon University" and a dropdown menu with "Grand Canyon University" selected. A red "Submit" button is located at the bottom left of the form area.

Complete form as indicated and click on “Submit”.

We've found your school. Let's fill in the rest of the form to find your tax document.  
IMPORTANT: The information entered below must match the information your school has on file.

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


Grand Canyon University

First Name

Last Name

SSN

Zip Code

☐ I'm not a robot  reCAPTCHA  
Privacy · Terms

Continue

The next page will indicate which forms may be available. To view 1098-T forms, click on the expand button.

**YOUR TAX STATEMENT**

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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

<b>1098-T STATEMENT</b>	Status: Delivered (Electronic) +
<hr/>	
<b>1098-E STATEMENT</b>	Status: (Not Available) +
<hr/>	

Once the 1098-T Statement section is expanded, there is an option shown on right to view and/or print statement.

YOUR TAX STATEMENT

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STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

1098-T STATEMENT

Status: Delivered (Electronic) –

Reporting Institution:	Grand Canyon University	Tax Year:	2018	<div>View/Print Statement » You must turn off your pop-up blocker to view and print the tax form.</div>
Delivery Address:				
Box 1 ("Payments")	\$380.00	Box 2 ("Charges"):	\$0.00	<div>Make a Change » Select this option if you would like to update your SSN, Name or Address listed on your tax form.</div>
Box 3 ("Reporting Method Changed"):	Yes	Box 4 ("Prior Year Adjustments"):	\$0.00	
Box 5 ("Scholarships & Grants"):	\$0.00	Box 6 ("Prior Year Adjustments (scholarships/grants)"):	\$0.00	<div>Create a Dispute » Select this option if you disagree with information shown in the boxes of your tax form.</div>
Box 7 ("Amounts for Upcoming Term"):	No	Box 8 ("Half-Time or Above"):	Yes	
Box 9 ("Graduate Student"):	Yes	Box 10 ("Ins. Contract Reimb./Refund"):	\$0.00	