



TEXAS SOUTHERN UNIVERSITY

My Student Account *Student User Guide*

Unofficial 1098-T

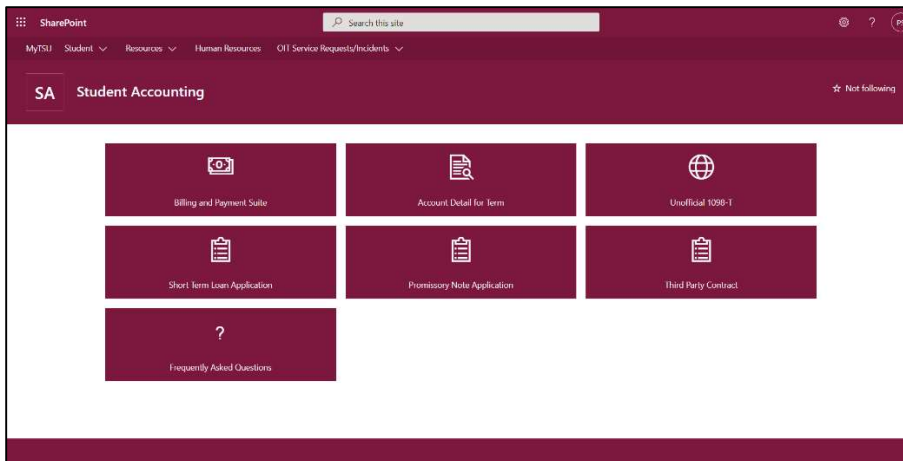
1. Navigate to MyTSU portal landing page click, ‘Student’



2. Choose “Student Accounting”



Seven (7) intuitive and adaptive tiles (shortcuts) will display, but with sub-menus.



3. Choose “**Unofficial 1098-T**” tile.

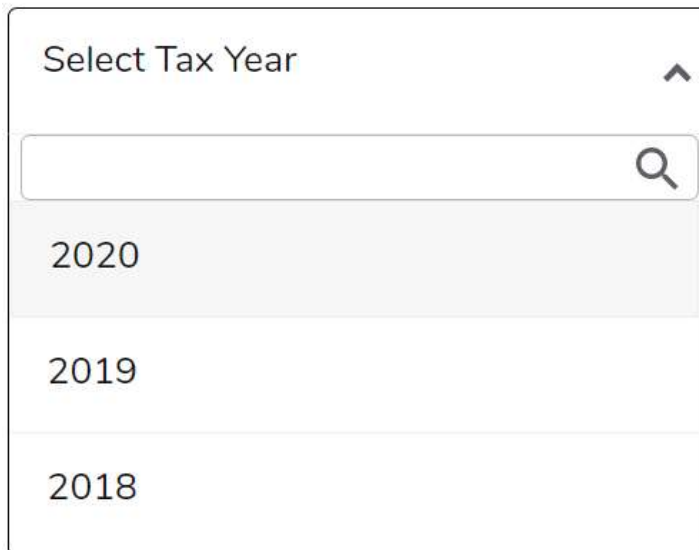


- View unofficial version of Tax Form 1098-T for each tax year.
 - It is a representation and not an official document of the Tuition Statement form
 - It is provided for information only.

NOTE: Official Tax Form 1098-T are sent to students mailing address no later than January 31. All students can download the form via their MyTSU account by clicking on “Billing and Payments Suite” tile and then navigate to “Statements” on the home page.

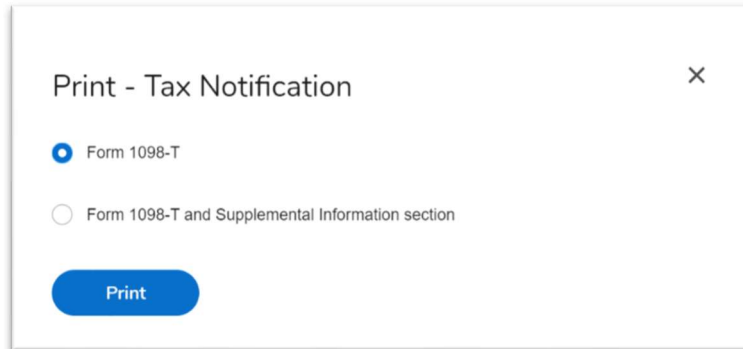
4. Select Tax Year

Tax Year

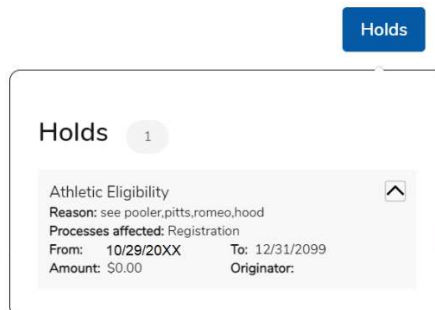
A dropdown menu for selecting a tax year. The title is "Select Tax Year" with an upward arrow icon. Below the title is a search input field with a magnifying glass icon. The dropdown list contains three options: "2020", "2019", and "2018".

Select Tax Year	
<input type="text"/>	🔍
2020	
2019	
2018	

- A student can execute self-service functions:
 - **Print tax information**
 - Form 1098-T
 - Form 1098-T and Supplemental Information section

A dialog box titled "Print - Tax Notification" with a close button (X) in the top right corner. It contains two radio button options: "Form 1098-T" (selected) and "Form 1098-T and Supplemental Information section". Below the options is a blue "Print" button.

- **View holds**

A screenshot of a "Holds" section. At the top right is a blue "Holds" button. Below it, the word "Holds" is followed by a small circle containing the number "1". A list item is shown: "Athletic Eligibility" with an upward arrow icon. Below this item, the following details are listed: "Reason: see pooler,pitts,romeo,hood", "Processes affected: Registration", "From: 10/29/20XX", "To: 12/31/2099", "Amount: \$0.00", and "Originator:".

NOTE: A representation of the Tuition Statement form 1098-T is shown below as sent to the student. This important tax information has been provided to the Internal Revenue Service (IRS).

Disclaimer: Please note this is not an official document and is provided for information only.

Unofficial Copy of Tax Form 1098-T

Form 1098-T					
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Texas Southern University 3100 Cleburne Street Houston TX 77004 (713) 3137052		1 Payments received for qualified tuition and related expenses \$10,564.94	20XX Form 1098-T	Tuition Statement	
		2 \$			
FILER'S employer identification no. 1234567890	STUDENT'S TIN ***** 7890	3		Note: This is an unofficial copy of the form 1098-T and is provided for information only	
STUDENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code Tommy Tiger 3100 Cleburne Street Houston, TX 77004		4 Adjustments made for a prior year \$	5 Scholarships or grants \$32,263.28		
		6 Adjustments to scholarships or grants for a prior year \$	7 Checked if the amount in box 1 includes amounts for an academic period beginning January-March 20XX <input type="checkbox"/>		
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input checked="" type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$		

Contact a representative in the Office of Student Accounting for detailed explanation.

Phone: (713) 313-7052
 Fax: (713) 313-4316
 Email: samail@tsu.edu

Technical support is available 24/7 by emailing IT Service Center: itservicecenter@tsu.edu or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."

 TEXAS SOUTHERN UNIVERSITY Office of Information Technology	GET IT HELP The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu
	To request assistance, Email: ITServiceCenter@tsu.edu Self-Service: http://ITServiceCenter.tsu.edu Call: 713-313-4357 or 713-313-HELP