

Retrieving 1098-T Tax Forms Online

Navigate to www.clcillinois.edu and go to My CLC and Log on to MyStudentCenter

The 1098-T tax form is located with the **Finances** section under My Account. Click on the link titled [View, Pay or Set up FACTS Plan](#). When the Account Summary page appears, click on the Account Services tab to give your permission to receive your 1098T electronically and/or view your 1098T form.

If the form has been printed a date will appear in the **Printed Date** field. Students may print another copy without granting consent. If there is not a date in the Printed Date field, the student **MUST** click the

GRANT CONSENT

button to access the 1098-T form online. When the student clicks the button the 1098-T

Consent form appears. To grant consent, check the “*Yes, I have read the agreement*” box and click the

SUBMIT

button. The 1098-T Consent Confirmation page will appear which means that you will receive your form online and a hard copy will not be mailed.

Continue by clicking on the **VIEW 1098-T SELECTION** button. To print the 1098-T form, read the instructions on this page and click on the year 2009. Your 1098-T form will appear as a Pop up in a separate window for you to print.