

# How To Access Your 1098-T

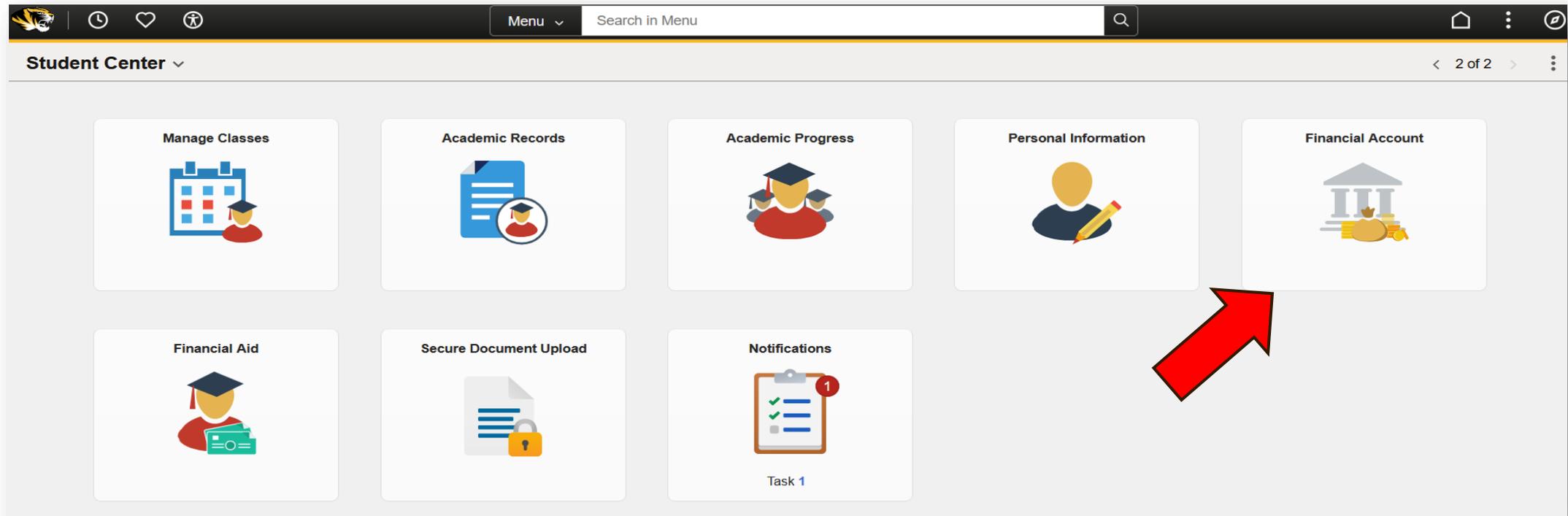
Step-by-Step Guide



Cashiers Office  
University of Missouri

## How To Access Your 1098-T

Step 1: Navigate to [myzou.missouri.edu](https://myzou.missouri.edu) and select the “Financial Account” tile.



## How To Access Your 1098-T

Step 2: Select “Log into TouchNet” and click “Proceed to TouchNet.”

Student Financial Account

Log into TouchNet

Bookstore Receipts

Paid Fees Letter

Optional Fees

Tax Information

TouchNet

Use the **TouchNet** link below to:

- Add, update, or remove direct deposit information
- View your bill
- Pay your bill
- Grant others access to view and pay your bill
- Setup billing text alerts and more!

Proceed to TouchNet



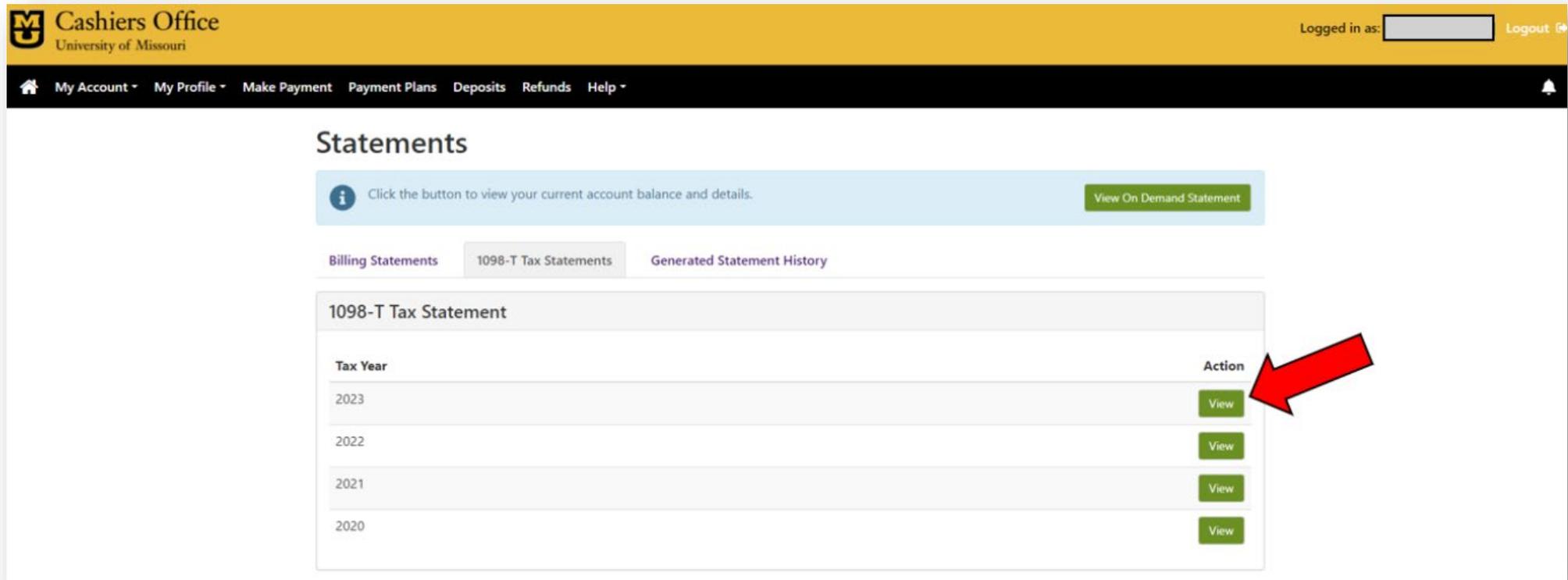
# How To Access Your 1098-T

Step 3: Click “View Statements” next to the 1098-T Statement.

The screenshot shows the Cashiers Office website interface. At the top, there is a yellow header with the 'M' logo and 'Cashiers Office University of Missouri' on the left, and 'Logged in as: [redacted] Logout' on the right. Below the header is a dark navigation bar with links: 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into three columns. The left column contains an 'Announcement' section with a 'Welcome MU Students & Authorized Users!' message and a 'Summer 2024: All students with an account balance must pay their balance in full by June' notice. The middle column features a 'Student Account' section with a balance field and 'View Activity' and 'Make Payment' buttons. Below that is a 'Statements' section with an information icon and a 'View On Demand Statement' button. The 'Your latest eBill Statement' section has a redacted field and a 'View Statements' button. The 'Your latest 1098-T Tax statement 2023 1098-T Statement' section has a redacted field and a 'View Statements' button, which is highlighted by a red arrow. The right column contains a 'My Profile Setup' section with links for 'Authorized Users', 'Personal Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds', and a 'Term Balances' section at the bottom.

## How To Access Your 1098-T

Step 4: Choose the correct year and click “View” under “Action” on the right-hand side.



The screenshot displays the Cashiers Office website interface. At the top, the logo for the University of Missouri Cashiers Office is visible, along with a "Logged in as:" field and a "Logout" link. A navigation menu includes "My Account", "My Profile", "Make Payment", "Payment Plans", "Deposits", "Refunds", and "Help". The main content area is titled "Statements" and contains a light blue informational banner with a "View On Demand Statement" button. Below this, there are three tabs: "Billing Statements", "1098-T Tax Statements" (which is selected), and "Generated Statement History". The "1098-T Tax Statement" section features a table with the following data:

Tax Year	Action
2023	<a href="#">View</a>
2022	<a href="#">View</a>
2021	<a href="#">View</a>
2020	<a href="#">View</a>

A red arrow points to the "View" button for the 2023 tax year.



## How To Access Your 1098-T

Step 5: Your 1098-T Statement will then download, and you can open it from your browser's downloads. From there you can view, download or print it.

<input type="checkbox"/> CORRECTED		OMB No. 1545-1574		<b>Tuition Statement</b>	
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$ _____	2024		<b>Copy B For Student</b>
FILER'S employer identification no.      STUDENT'S TIN		2	Form 1098-T	This is important tax information and is being furnished to the IRS. 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.	
STUDENT'S name		3	4 Adjustments made for a prior year \$ _____		5 Scholarships or grants \$ _____
Street address (including apt. no.)		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 2025 <input type="checkbox"/>		
City or town, state or province, country, and ZIP or foreign postal code		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 \$ _____
Service Provider/Acct. No. (see instr.)					

Form **1098-T** (keep for your records)      [www.irs.gov/Form1098T](http://www.irs.gov/Form1098T)      Department of the Treasury - Internal Revenue Service



# Questions?

For more information contact Mizzou's Cashiers Office:

## Cashers Office

University of Missouri-  
Columbia  
325 Jesse Hall  
Columbia, MO 65211

## Office Hours

Monday – Friday  
8:00AM – 5:00PM CST

## Call Center Hours

Monday – Friday  
8:30am – 11:30AM &  
12:00PM – 4:30PM CST

Phone: (573) 882-3097  
Fax: (573) 882-4453

Self Service Portal:  
[mizzou.us/askcashiers](http://mizzou.us/askcashiers)

