

1098T Process for Students using Touchnet Student Account Center

Gordon State College utilizes Touchnet's Student Bill + Payment application to allow for online viewing and printing of the 1098T Tax information. This application allows the 1098T to be stored in the ebills application. Students must click the Accept consent before viewing or printing will be made available.


Consenting to Electronic 1098T

Gordon State College Students may elect to view and print their IRS 1098T through Student Account Center rather than wait for it to come by mail. When you select "Accept Consent", the IRS 1098T will be displayed at the end of January each year so you don't have to wait for it to arrive to complete your tax return. The information on the 1098T is only informational. You **MUST** rely on your receipts to determine the amount paid out-of-pocket for the tax credit.



Students who have selected "I Do Not Consent" should expect the form to be mailed the last week of January of the following tax year. Example: 1098T for tax year 2012 will be mailed the last week of January, 2013.

Federal regulation allows those eligible to receive IRS Form 1098T the option to receive the form in an electronic format instead of through the mail. In order to exercise this option, eligible recipients must provide consent to receive the form in an electronic format. To receive an electronic IRS 1098T, you must select "Accept Consent" on the Paperless 1098-T under the Student Account Center. This election is made when the personal information is updated each year.

Step 1: Accessing Student Account Center

1. Go to www.gordonstate.edu.
2. Click on 'My Gordon' from the top blue utility bar.
3. From "My Gordon" under For Gordon Student, click **select** [Pay Now](#) .

For Gordon students

- [Pay Now](#) 
- [Academic / Computer Labs](#)
- [Advising Notes for Students](#)
- [Graduation Ceremony Registration System](#)
- [Information Technology Orientation](#)
- [ResponseCard Student Web Utility](#) 
- [Web Credit Card Payment Instructions](#)

4. You will be redirected to the Student Account Center where you will need to **enter your 929 number and 6 digit pin**. Click **Login**.

The screenshot shows the Gordon College Student Account Suite login page. The header includes the Gordon College logo and the text "A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA". Below the header, there are two main sections: "Students and Staff" and "Welcome".

Students and Staff

*Indicates required information
*Gordon ID:
*PIN:

Welcome

Welcome to Gordon College Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their Gordon ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to businessoffice@gn.edu.

Step 2: Accepting Consent for Electronic 1098-T

1. A notice page titled "Paperless 1098-T Option" will appear upon entry into the application.

The screenshot shows a window titled "Paperless 1098-T Option". The text inside the window reads:

Please read the following carefully:

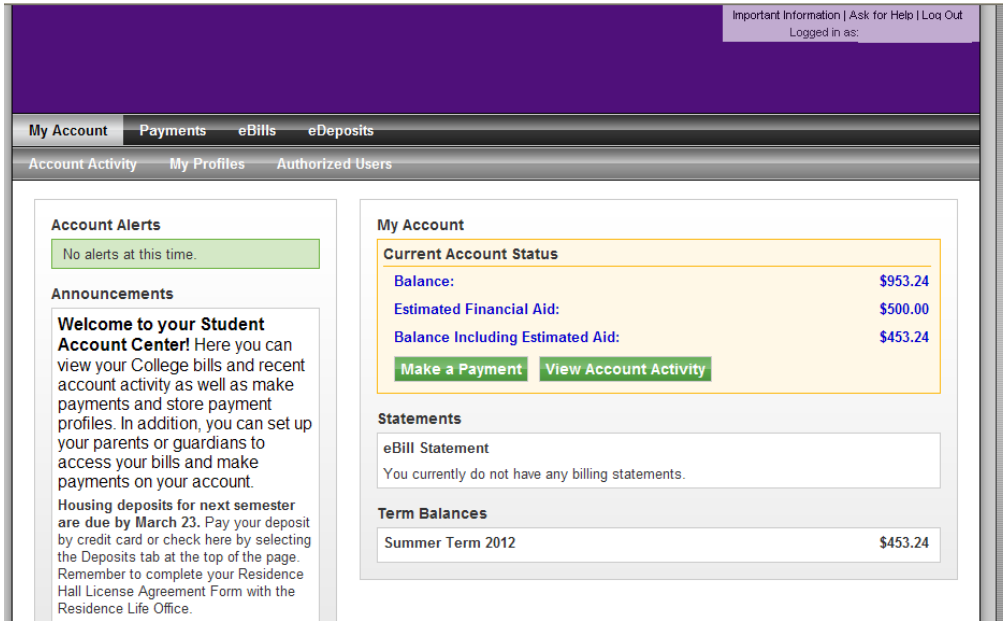
IRS regulations state that each student who files a request to receive a 1098-T electronically must also provide his/her consent electronically. By clicking on Accept Consent, you state your intent to receive your 1098-T form electronically for each year that you attend this university. Furthermore, you agree to return to this site to print, email or save your 1098-T. With this consent for an on-line electronic 1098-T, please understand that a paper copy of your 1098-T will NOT be mailed. If you elect not to consent, a paper copy of your 1098-T will be sent to you via US Mail.

Your paperless 1098-T choice can be changed at anytime via the My Profiles page.

2. Click the Accept Consent button.

The screenshot shows a close-up of the "Accept Consent" button, which is highlighted with a red box. The "I Do Not Consent" button is also visible next to it.

3. My Account Page shows your Current Account Status. Your Estimated Financial Aid will be shown.

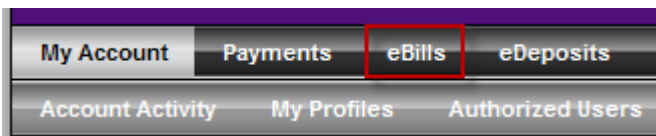


Accessing your 1098T

Now that you have Accepted Consent, you can view and print your 1098T.

Step 1: View your 1098T Form

1. Click **eBills** from the Menu bar.



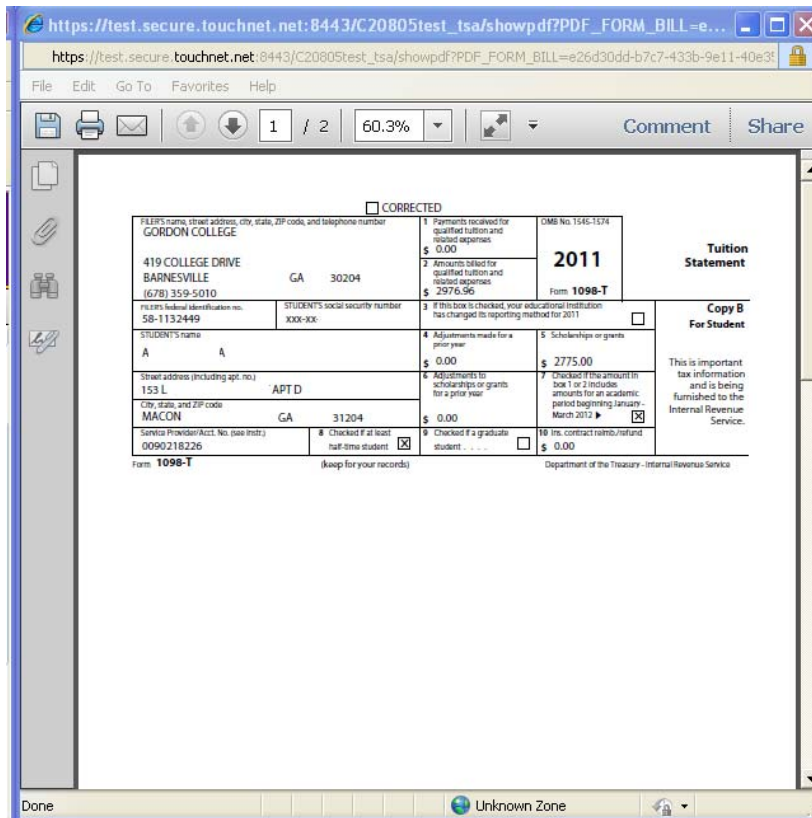
2. Scroll to the **1098-T Tax Statement** section.

1098-T Tax Statement	
You must have Adobe Acrobat Reader 8.x or higher to view the 1098-T statement.	
Tax Year	Action
2011	View

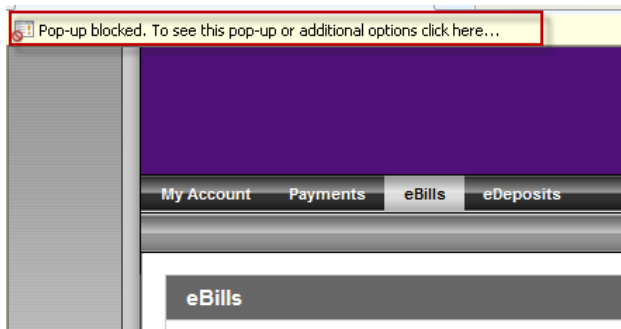
3. Click the **View** button for the Tax Year you want to view.

1098-T Tax Statement	
You must have Adobe Acrobat Reader 8.x or higher to view the 1098-T statement.	
Tax Year	Action
2011	View

4. The 1098T form will open in a PDF window.



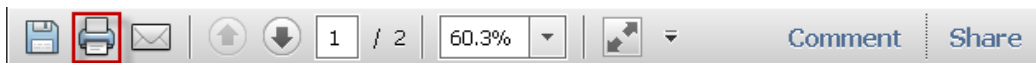
Note: If this is the first time you have opened a PDF from the Student Account Center, a Pop-up blocked message may appear. Click the yellow link and select the Always allow.



Step 2: Print your 1098T Form

After your 1098T opens into the PDF Window, you can print the form.

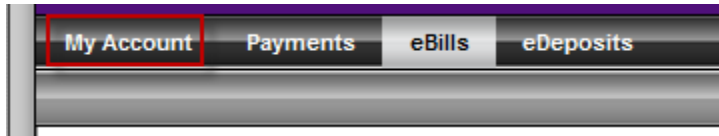
1. Click **the printer icon** from the Menu bar.



2. The Print window will appear. Make sure your printer name appears in the Name: field. Click OK.

Step 3: Return to My Account page

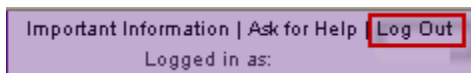
1. Click **My Account** from the Menu bar.



Step 4: Log Out of the Student Account Center.

Always log out of the Student Account Center for security reasons.

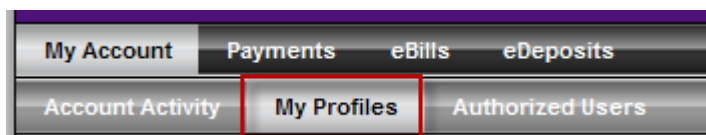
1. Click Log Out from the upper right hand corner of the Account Center.



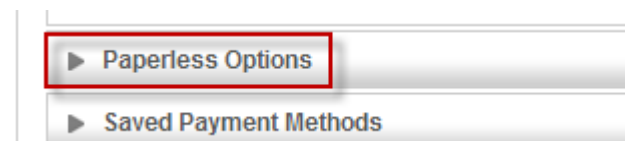
Withdrawal of Consent

You may withdraw consent to receive an IRS 1098-T form electronically at any time by prior to **January 10th** by changing your elections to "No" using the same procedure as the confirmation to receive it electronically.

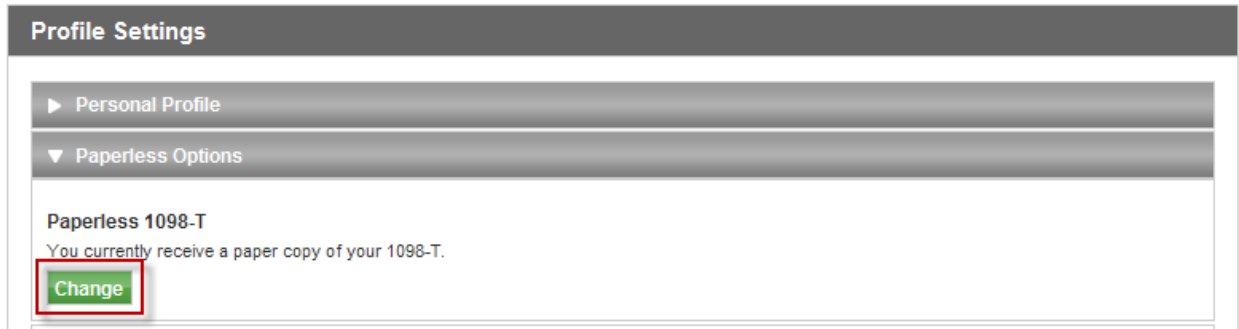
1. Click **My Profiles** from the Menu bar.



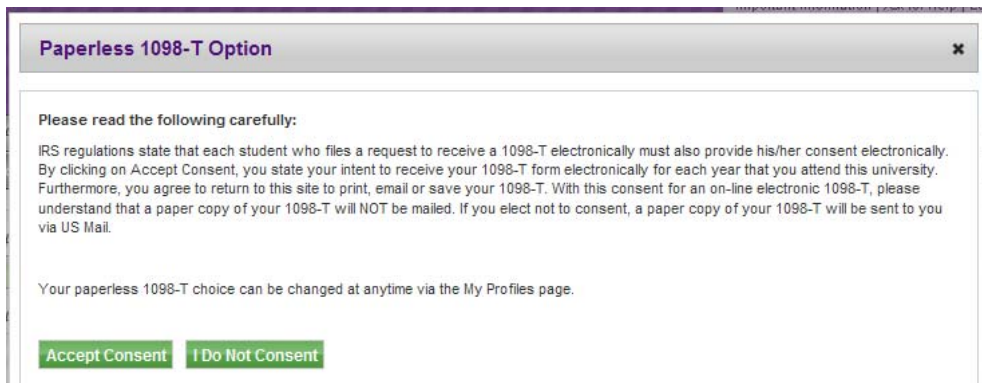
2. Click ▶ for **Paperless Options**



3. Click the Change button



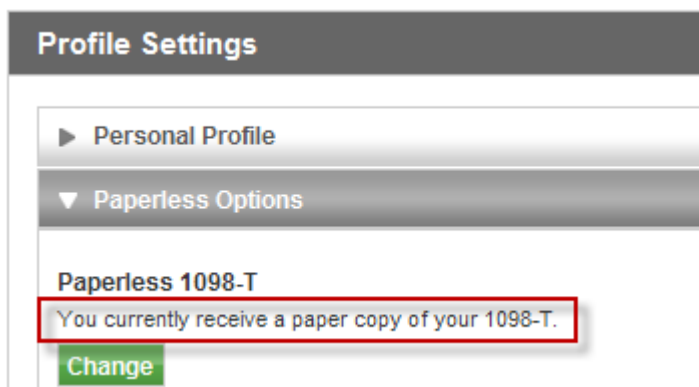
5. The page titled "Paperless 1098-T Option" will appear upon entry into the application.



6. Click the Accept Consent button.



10. Your Paperless Options will now show you to receive a paper copy.



Request for Paper Statement

If you consented to receive the 1098-T form in an electronic format and you subsequently want to request a paper copy, email the request to businessoffice@gordonstate.edu.

Please Note

Once consent is provided, it is important to note that Gordon State College will not be mailing Form 1098-T to your home, but will be sending an email to your Gordon email account notifying you that your form is available for viewing online.