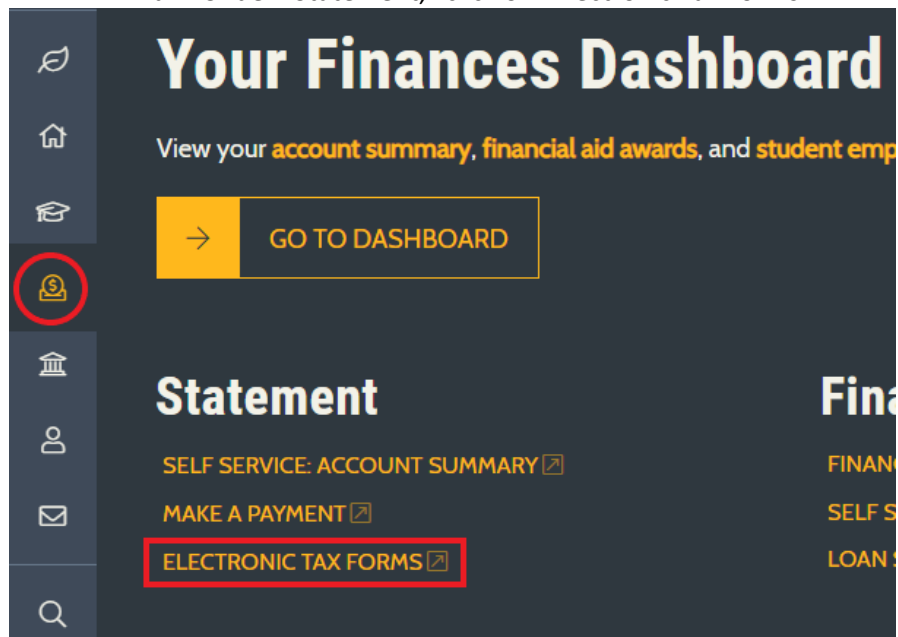


Instructions on consent and viewing tax forms:

1. Log into Dordt U and click on the \$ icon on the left ribbon.
 - a. Under "Statement," click on "Electronic Tax Forms."



2. This will bring you to the following screen where you can choose to either consent or withhold consent.
 - a. **You need to designate whether you consent or not for each electronic form applicable to you.**
 - b. Once you have made a selection for **each tab**, click "Save."

Tax Information

W-2 Information 1095-C Information **1098 Information**

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format

Withhold my consent

By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T in electronic format only.

1098 Statements

Tax Year	Notation
2018	2018 1098T Statement

3. Upon saving your selection, you will be taken to this screen:

Tax Information

W-2 Information 1095-C Information **1098 Information**

You have opted to receive your 1098 in electronic format. [Change Preferences](#)

Receive my 1098 only in electronic format
By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

1098 Statements

Tax Year	Notation
2018	2018 1098T Statement
2017	2017 1098T Statement
2016	2016 1098T Statement
2015	2015 1098T Statement

Electronic 1098 Consent History

Date	Consent Status
11/19/2019 3:48:50 PM	Consent Given

4. Please notice the following:

- You ALWAYS have the option to change your consent at any time with the “Change Preferences” button.
- You will notice your consent history is shown here as well.

If you have questions on the 1098-T, please contact Samantha.hoekstra@dordt.edu.

If you have W-2 questions, please contact Brenda.postma@dordt.edu.