

INSTRUCTIONS FOR RECEIVING YOUR IRS FORM 1098-T

1. Go to the GetMyDocument (powered by SCHOLARCHIP) Website:
<https://www.getmydocument.com>
2. If you didn't receive a Certificate via Email (maybe you aren't a current student or you just can't find the email), just click on the green button to the left of **Request Certificate**.



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WELCOME TO GETMYDOCUMENT

GetMyDocument is your gateway to obtaining electronic versions of educational and tax documents. In January, students of eligible institutions can download the 1098T and 1098E tax documents here. These documents are required for preparation of federal taxes and certain state taxes.

You may be eligible for reduced taxes. Consult your tax professional, the IRS or state tax authorities for further details.

To use this site and obtain secure PDF copies of your documents you must authenticate properly. In order to complete the process, a unique certificate number is required. Upon successful completion of the Request Certificate form, the certificate will be emailed to you immediately.

If you are having difficulty completing the Request Certificate form, please click on the [Contact Us](#) link for the phone directory or to send us an email.

<p>CERTIFICATE NEEDED</p> <p>I did not receive, or can not locate my certificate number. Click Request Certificate to continue.</p> <p><input type="button" value="Request Certificate"/></p>	<p>CERTIFICATE RECEIVED</p> <p>I received the certificate and want to download my documents. Click Retrieve Document to continue the authentication process.</p> <p><input type="button" value="Retrieve Document"/></p>
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This site is best viewed in Internet Explorer 7 or higher.

3. At the next screen select **UW COLLEGES** from the drop down box.
4. Enter an email address where you can be reached (doesn't have to be UW Colleges email). Enter it again in the next box – Confirm Email Address.
5. Enter the last 4 digits of your tax ID number (SSN).
6. Enter your First Name and Last Name in the next two boxes.
7. Then enter the security at the bottom and click on the Request Access button.
8. You should receive an email with a certificate and a link to get your 1098T.
9. If you have any problems just call (608) 262-7902 or email tra97@uwc.edu.