

1098T ONLINE INSTRUCTIONS:

1. Go to the web site www.1098t.com
2. You will see the following screen:

ACS expertise in action® Monday, February 16, 2015

User Instructions
Education Tax Credit Information
Access My Record

TCRS For Students
Tax Credit Reporting Service for Students

Welcome to the Tax Credit Reporting Service (TCRS) Student/Taxpayer web site. This site provides useful information on the Taxpayer Relief Act of 1997, which provides education tax incentives for eligible taxpayers. These benefits, called the American Opportunity Tax Credit and Lifetime Learning Credit, allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets all TRA'97 requirements.

**Extended through 2017
The American Opportunity Tax Credit**

You may be eligible for an education tax credit this year.

Access your 1098-T [here](#) and complete IRS form 8863 ([instructions](#)) to see if you qualify.

[Click here to learn about the American Opportunity Tax Credit](#)

This site also contains information on the Tuition and Fees Deduction for Higher Education Expenses. This tax deduction permits taxpayers to take an "above the line" deduction for qualified higher education expenses paid by the taxpayer during a taxable year. Additional information can be found by selecting the The Deduction for Higher Education Expenses link under the Education Tax Credit Information menu option.

For more information regarding student loan interest paid and 1098-E year-end tax statement click the following link www.acs-education.com.

If TCRS provides tax credit reporting services for your school, proceed to Access My Record and follow the instructions to obtain secure access to your student-specific data.

3. On the right hand side of the page, right above the picture, click on the hyperlink where it says "here"
4. You will be redirected to the login page, where you will be asked to enter your social security number, last name and Password.

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You may choose to login with your school issued Student Identification Number rather than your Social Security Number (SSN) by [clicking here](#).

Additionally, if you do not have or did not provide a SSN to your school you may also login using your school issued Student Identification Number. [Click here to login using your Student Identification Number](#).

Please Log In

Social Security Number: - -

LAST NAME:

PASSWORD:

If you forgot your Password or do not have one, enter your SSN, Last Name, and leave the Password field blank. Click the LOGIN button to proceed.



5. If you forgot your Password or do not have one, enter your SSN, Last Name, and leave the Password field blank. Click the LOGIN button to proceed.
6. Feel free to contact Sandy Norfleet, Business Office/Student Accounts Manager if you have any additional questions about the process or if you cannot view your records.

Business Office hours:
Monday – Friday
8:00 am – 4:30 pm

Sandy Norfleet
Students Account Manager
Phone: 708.239.4719
Email: Sandy.Norfleet@trnty.edu