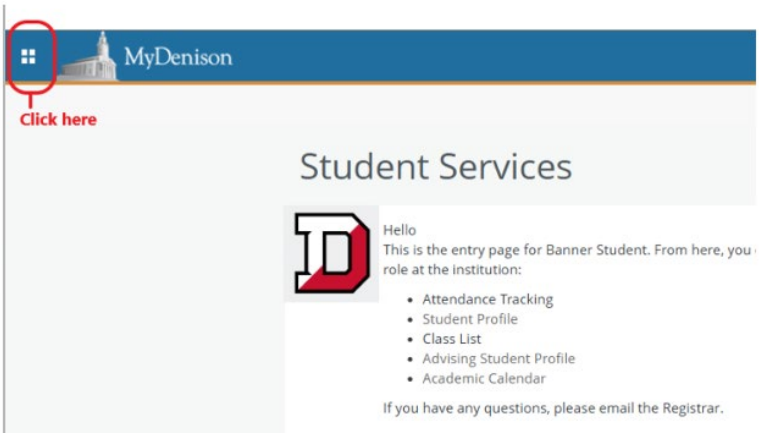
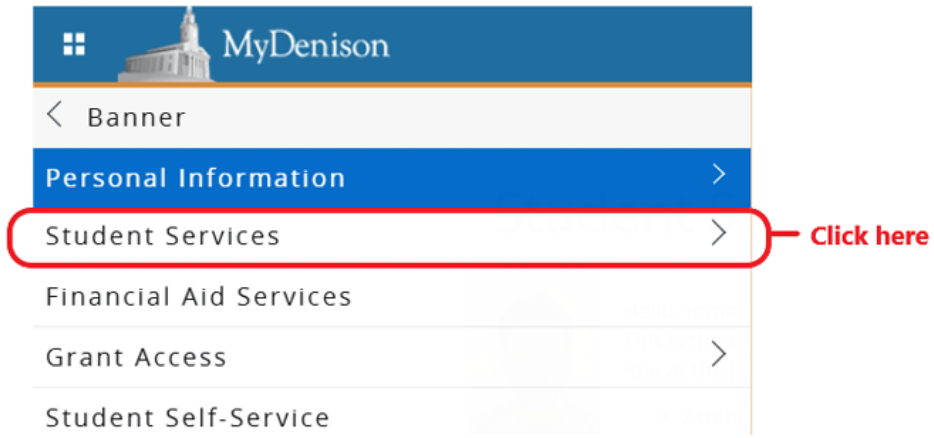
How To Guide: View and Print Tax Form 1098-T

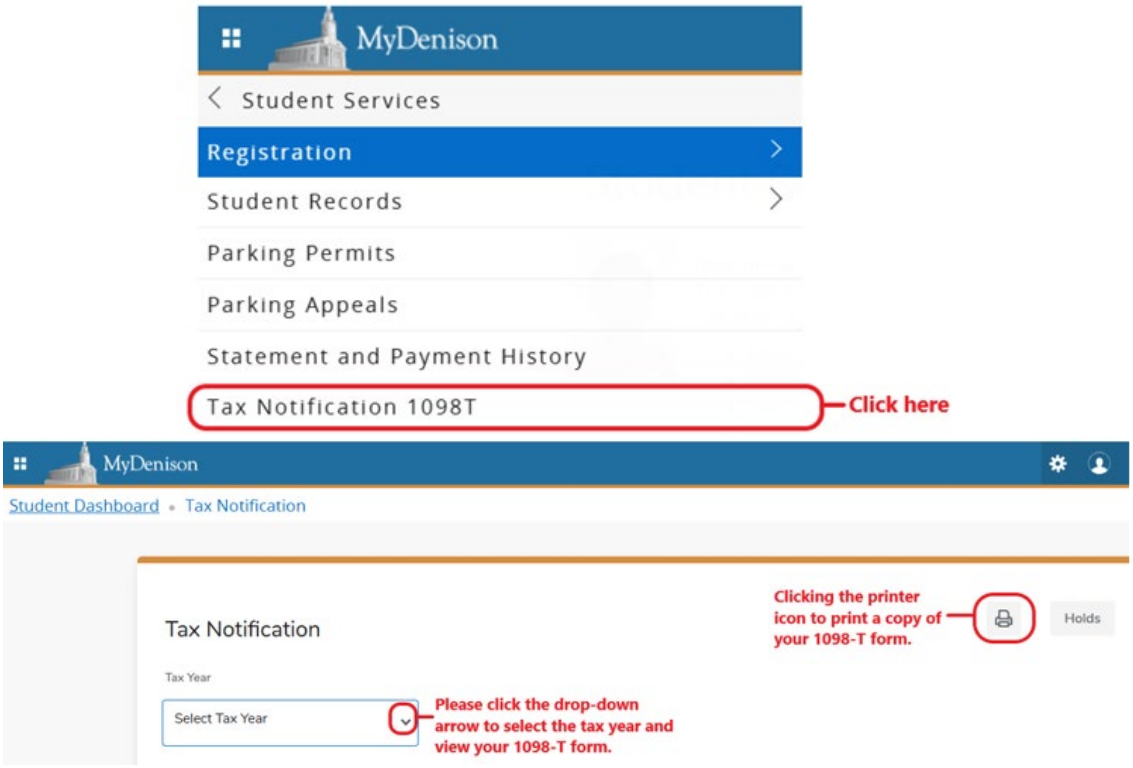
Form 1098-T, Tuition Statement, is a tax document that Denison provides to eligible students and reports to the IRS. It summarizes certain education-related financial information for the calendar year.

View and Print Your Form 1098-T

1. Go to Banner Self-service and log in using your Denison email address and password.
2. Click the **Banner Menu** in the upper-left corner.
3. Click **Banner.**
4. Click **Student Services.**
5. Click **Tax Notification 1098T**.
6. Use the drop-down arrow to select the appropriate tax year and review your Form 1098-T.
7. Once the form opens, use your browser's print option to print or save a copy.



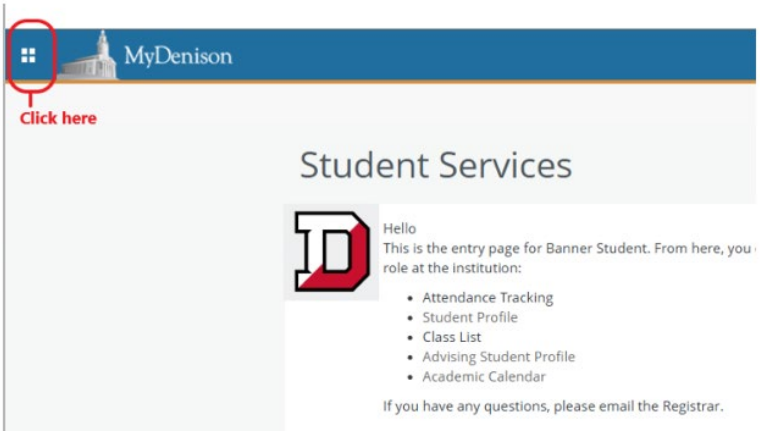


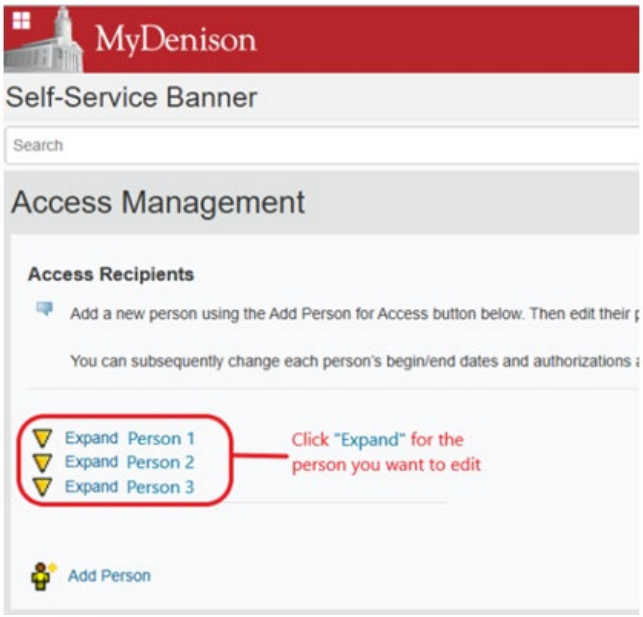


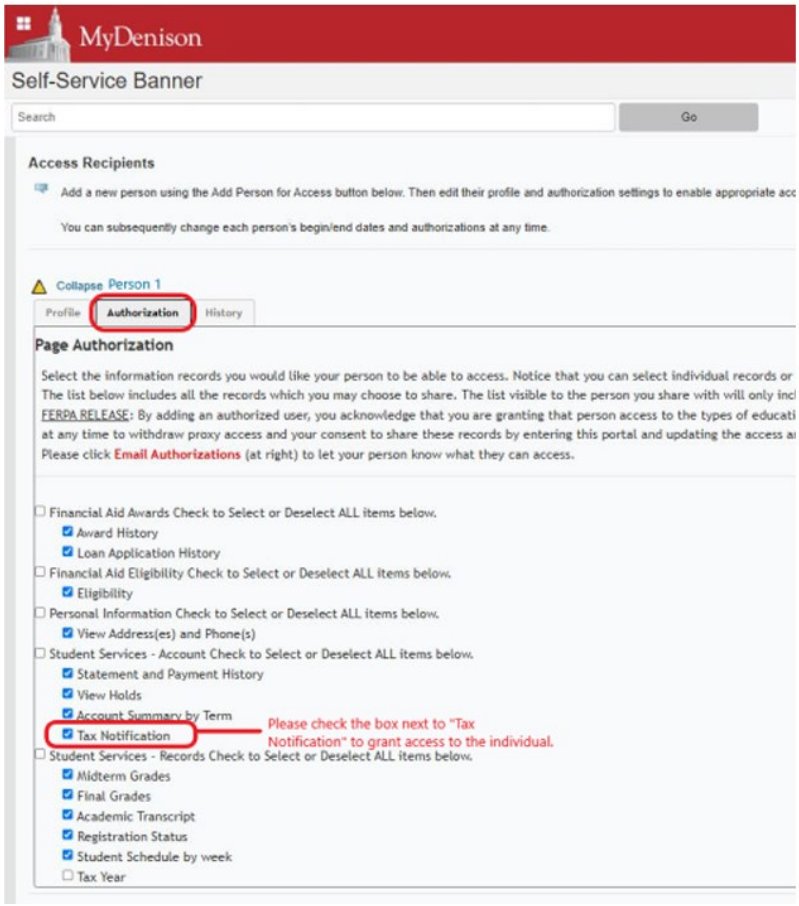
Grant a Parent or Legal Guardian Access to Form 1098-T

Parents and guardians **do not automatically have access** to Form 1098-T. Students may authorize a parent or legal guardian to view their Form 1098-T online. To grant access:

1. Go to Banner Self-service and log in using your Denison email address and password.
2. Click the **Banner Menu** in the upper- left corner.
3. Click **Banner.**
4. Click **Grant Access.**
5. Clink **Access Management.**
6. Clink **Expand** next to the person whose authorization settings you want to update.
7. Click **Authorization** to view Page Authorizations.
8. Select the checkbox next to **Tax Notification** to grant access.







If the form does not open, check your pop-up blocker settings and allow pop-ups from Denison webpages.

Please direct questions to the Student Accounts Office at studentaccounts@denison.edu.