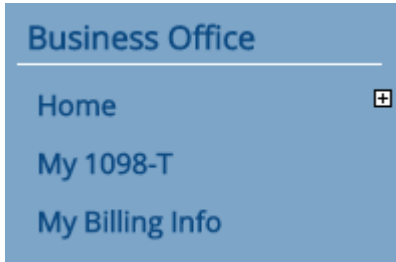


**In order to retrieve your 1098-T Information:**

1. Log into Campus Web: <https://campusweb.vermontlaw.edu/ICS/>
2. Select Business Office from the Blue Ribbon at the top



3. On the left side of the window- choose **MY 1098-T**



4. On the 1098-T Page- please be sure to print the instructions section to keep with your 1098-T form.
5. At the top of the **MY 1098-T page**- choose **GO TO MY 1098-T INFO** link

**My 1098-T**

**My 1098-T**

[Go to My 1098-T Info](#)

6. Be sure you have the appropriate year selected from the drop down menu.
  - a. Official IRS forms are available upon request ([studentaccounts@vermontlaw.edu](mailto:studentaccounts@vermontlaw.edu))
    - Currently only tax year 2017 has the correct 1098-T information listed.
    - While you can choose 2016 or earlier, please note that this information is not configured correctly for 1098-T reporting purposes.
      - If you need 1098-T information earlier than 2017, please contact [StudentAccounts@vermontlaw.edu](mailto:StudentAccounts@vermontlaw.edu)