

## 1098-T Tax Forms and Mailing Information

Vermont Law School's 1098-T Tax forms are in the process of being mailed out to the address currently listed on your student account.

They were prepared and mailed by Heartland Campus Solutions ECSI [ECSI].

Due to a change to institutional reporting requirements under federal law, beginning with tax year 2018, VLS will report in Box 1 the amount of Qualified Tuition & Related Expenses [QTRE] you **paid** during the year.

### Not sure what address your 1098-T was mailed to?

-log into <https://campusweb.vermontlaw.edu/ICS/>



-Click on the icon in the top right corner of the screen

-Click on "My Profile & Settings"

-Choose "Contact Information" from the left side of the window

-click on the arrow in the "Address" box

-The CURRENT address is the address that your 1098-T was mailed to.

**\*\*Only one (1) 1098-T form will be mailed out, if you have not received one in the mail; Please visit <https://heartland.ecsi.net/> per the instructions above to retrieve your 1098-T.\*\***

**1098-T forms are currently available online: <https://heartland.ecsi.net/>.**

To access their 1098-T statement online, students will need their:

- First and Last Name
- Social Security Number
- Zip Code that appears on their 1098-T form

Please follow the step-by-step instructions on the following pages:

*Vermont Law School, Inc is unable to provide you with individual tax advice, but should you have questions, you should seek the counsel of an informed tax preparer or adviser.*

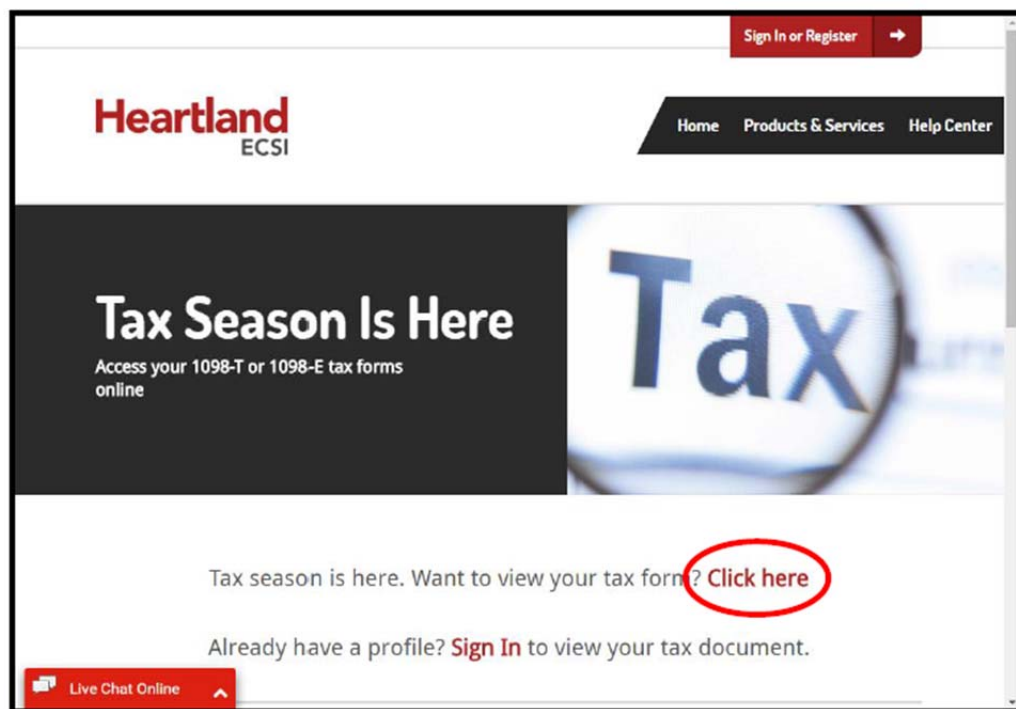
Students looking to view their most recent 1098-T or 1098-E tax form can do so by using the Tax Document Search option on the Heartland ECSI Website.

### Search For Your Tax Document

Step 1: Open your web browser and navigate to <https://heartland.ecsi.net>



Step 2: Select the option on the Heartland ECSI home page **Click here** after **Want to view your tax form?**



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Step 3:

Search for the name of the school in the field **School Name**, select the school from the list, and click **Submit**.

Heartland  
ECSI

Home Products & Services Help Center

## Search For Your Tax Document

This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser.

First, let's check to make sure your school has posted their tax documents.

School Name (start by typing the first several letters of your school name)

Heartland  
Heartland University

Submit

**Note:** Tax forms are only available if a school has released their tax file to Heartland ECSI for processing. If a school's tax file has not been yet been released, the following message appears to the student:

We could not locate your school's tax documents. Please try again later.

School Name (start by typing the first several letters of your school name)

Edinboro University Of Pennsylvania

We're sorry. It looks like your school has not released their tax documents to our website yet. Please try again at a later date or contact your school for the expected release date. Please keep in mind that your school has until January 31, 2017 to post the tax document.

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Step 4:

Students must pass authentication before viewing their 1098-T form. Enter **First Name, Last Name, SSN, and Zip code** in the required fields.

The screenshot shows a web page titled "Search for Your Tax Document" with a background image of a building. A red banner at the top contains the text: "This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser." Below the banner, the text reads: "We've found your school. Let's fill in the rest of the form to find your tax document. IMPORTANT: The information entered below must match the information your school has on file." The form includes the following fields: "School Name" (with a hint: "Start by typing the first several letters of your school name") containing "Heartland University"; "First Name"; "Last Name"; "SSN"; and "Zip Code". At the bottom of the form is a checkbox labeled "I'm not a robot" next to a CAPTCHA logo, and a "Continue" button.

**Note:** The information entered by the student must exactly match the information each school has on file for the student.

Step 5: To complete authentication, check the box for **I am not a robot** and verify the information requested by the website. Once completed, click **Verify**.



Step 6: Click **Continue**.

We've found your school. Let's fill in the rest of the form to find your tax document.  
**IMPORTANT:** The information entered below must match the information your school has on file.

School Name (Start by typing the first several letters of your school name)

Heartland University

First Name

Training

Last Name

McTrainer


SSN

XXXX-XX-1111

Zip code

15086

I'm not a robot

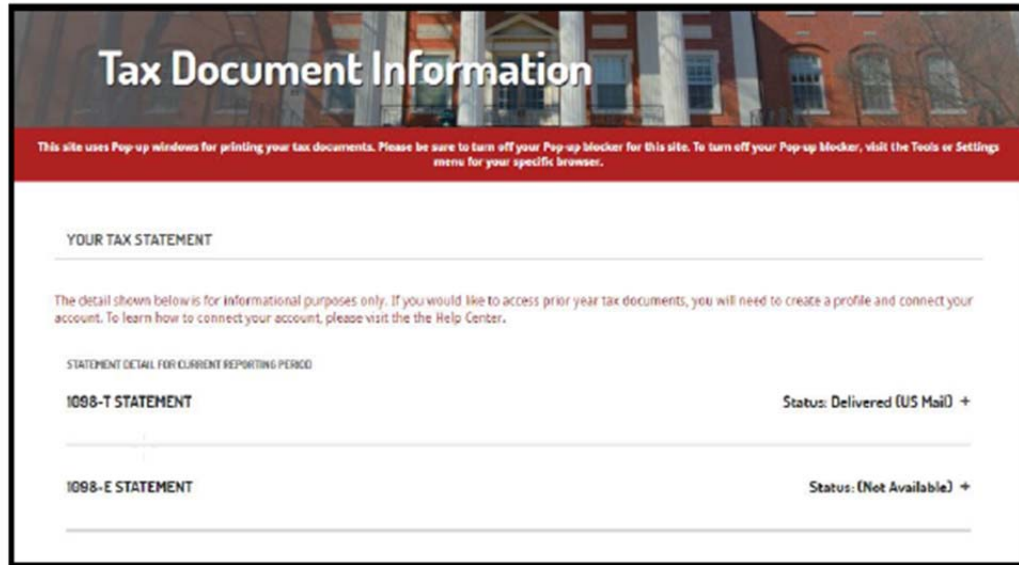
 reCAPTCHA

**Continue**

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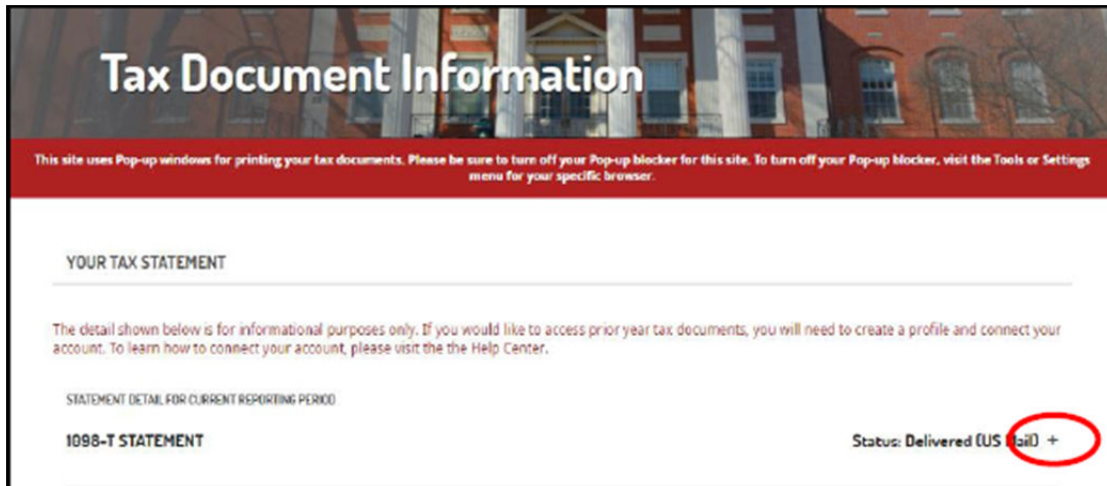
Step 7:

The **Tax Document Information** window appears listing the current year's tax forms.



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Students view their current 1098-T and 1098-E statements, if applicable, on the Tax Document Information window. Clicking on the + sign to the right of the delivery status provides the student’s tax form detail, as well as printing and administrative options.



Students can view and print tax statements by clicking on **View/Print Statement** link under their 1098-T Statement header.

View/Print Statement	
Step 1:	<p>Click <b>View/Print Statement</b> link under the 1098-T statement header.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> </div> <p><b>Note:</b> Students must turn off the pop-up blocker on their web browser for the tax form to appear.</p>
Step 2:	<p>The tax form appears. Students must print the tax form from the menu bar on their web browser.</p>

**[Want to compare your 1098-T Statement to your statement of account from Vermont Law School?](#)**

Once you have logged into: <https://campusweb.vermontlaw.edu/ICS/> :

- Click on the **Business Office** in the blue ribbon along the top of the page.
- On the Welcome page of the Business Office, click on “**My Billing Info**” on the left side of the window
- On the **My Billing Info** page, please see the link on the right side of the window “**Course and Fee Statement**” under the **CASHNet Online Payment** tool header

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