Viewing your 1098-T Online

The 1098-T form is an item that you may need to complete your yearly income taxes. You can access your 1098-T form online through the Student Information System (SIS). Go to case.edu/sis and sign in with your network ID and password.

In the SIS Finances section, click on the other financial... dropdown box. Select View 1098-T, then click on the button to the right.

If this is the first time you have viewed your 1098-T form in the SIS, you will be asked if you consent to not receive a paper version in the mail. If you consent, you will only be able to view your 1098-T form on your SIS account. If you do not consent you will not be able to view your 1098-T form on-line at all and will have to wait until the form is mailed before receiving a copy of the form. If you do not consent the following information will not be seen.

If you have consented, the View 1098-T screen will appear. Click on the year link to view the 1098-T form.

The form will appear as a PDF in a new window. If the form doesn’t appear, please temporarily disable your pop-up blocker.

To view a breakdown of the dollar amounts listed in boxes 2 and 5 of the 1098-T form, click on the Box Amount tab.
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The **Amount Billed** column will display the amount that appears in Box 2 of your 1098-T. Click on the number to see a breakdown of the specific charges that make up the total amount.

![Table 1: Sample of Amount Billed](image1)

The **Scholarships or Grants** column will display the amount that appears in Box 5 of your 1098-T. Click on the number to see a breakdown of the specific credits that make up the total amount.

![Table 2: Sample of Scholarships or Grants](image2)

If you have questions about what appears on your 1098-T, please contact the Bursar’s Office at [bursar@case.edu](mailto:bursar@case.edu) or 216.368.2226.