



**OFFICE OF BUSINESS AND FINANCE
OFFICE OF STUDENT ACCOUNTS**

1098-T TAX FORMS ARE NOW AVAILABLE FOR VIEWING THROUGH THE STUDENT PORTAL.

In support of the MVSU GO GREEN INITIATIVE, the Office of Student Accounts will no longer mail out hard copies of the 1098-T form. 1098-T Forms can be retrieved through the following steps:

- Go to <http://sutton2.mvsu.edu>
- Click **ENTER HERE** which is the last option on the left hand side. Then click **ENTER SECURE AREA**.
- From there, you must log in.
NOTE: You will need to put in your **USER ID** and **PASSWORD**. Your **USER ID** is your **Banner ID Number**. If you have never accessed this site, your password is your birth date in the **MMDDYY** format. For other inquiries regarding your login information, please contact the Office of Student Records/University Registrar at 662.254.3321.
- Once you are logged in, click on **STUDENT SERVICES & FINANCIAL AID**
- Then, click on **STUDENT RECORDS**.
- Click **Tax Notification**.
- Then, enter the **Tax Year** for which you wish to obtain the 1098T tax information (e.g. 2020). The 1098T Form will immediately appear and is printable.

<input type="checkbox"/> CORRECTED		OMB No. 1545-1574		
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses	2020 Form 1098-T	
		2		
FILER'S employer identification no.	STUDENT'S TIN	3	Tuition Statement Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 1041 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.	
STUDENT'S name		4 Adjustments made for a prior year		5 Scholarships or grants
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year		7 Checked if the amount in box 1 includes amounts for an academic period beginning January--March 2021 <input type="checkbox"/>
City or town, state or province, country, and ZIP or foreign postal code		8 Check if at least half-time student <input type="checkbox"/>		9 Checked if a graduate student <input type="checkbox"/>
Service Provider/Acct. No. (see instr.)		10 Ins. contract reimb./refund		

Form 1098-T (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

If you have any additional questions, please feel free to contact the Office of Student Accounts at 662.254.3312 or 662.254.3016. Thank you.