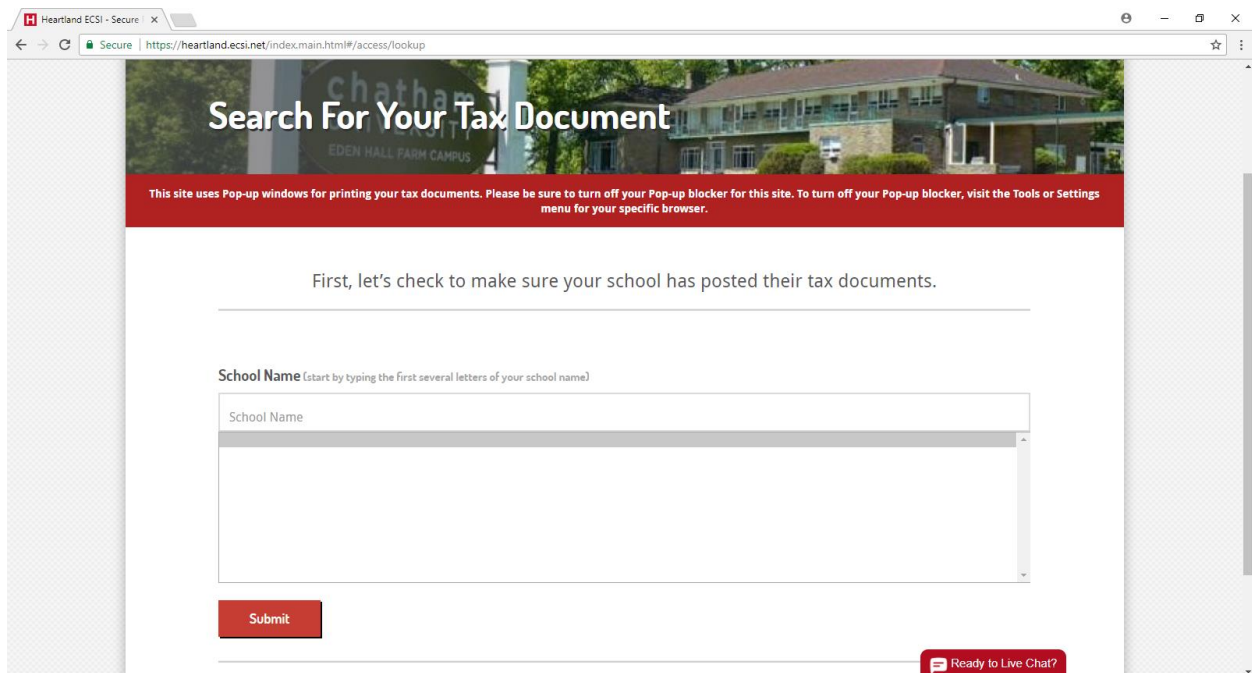**1098-T Instructions:**

Copy and paste the following link: https://heartland.ecsi.net/

If the link does not work try using a different browser.
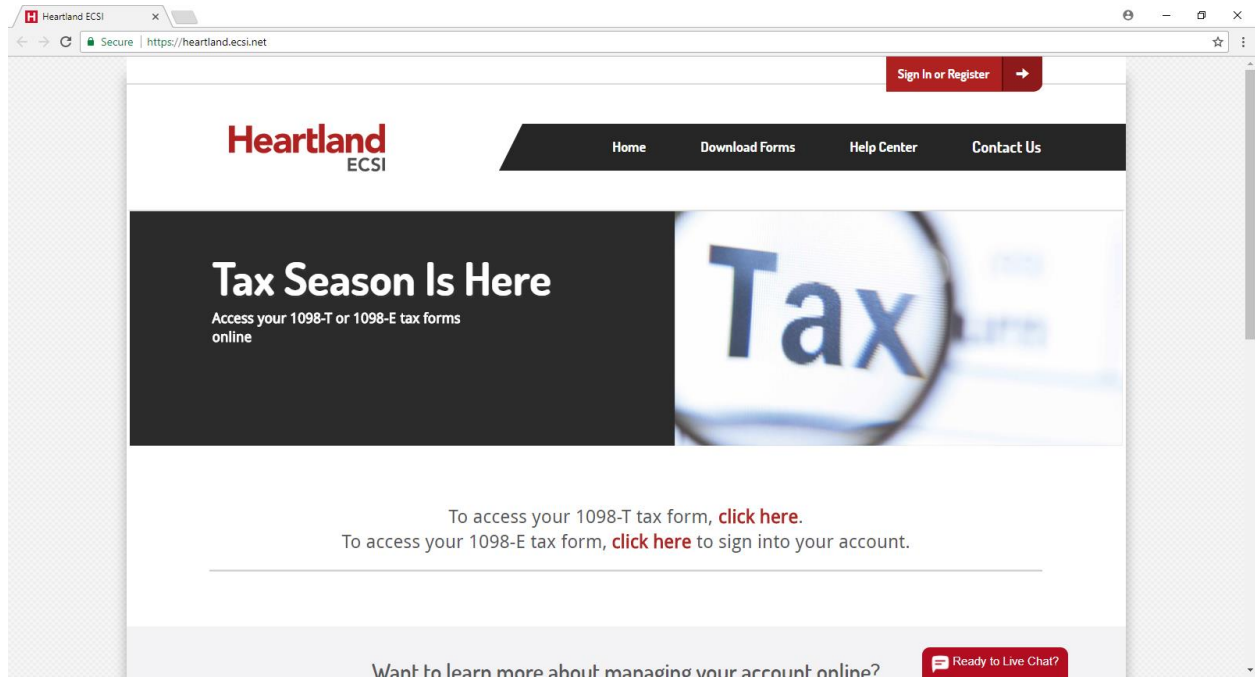
Once on this website select the option that says "To access your 1098-T tax form, click here."

You will then be taken to the following Screen:

Type in "Tiffin University" for the School Name and click submit. You will then be taken to the following screen:

From this point you will have to enter the information in the fields (First Name, Last Name, Social Security Number, and Zip Code).

Once completed select the box that says "I'm not a robot." Once complete click "Continue."

At this point your 1098-T should be made available to you were you can print it off for your own personal use.

*Zip code used is the zip code for the address that the University has on file for you.

**Please note that not all students are eligible for a 1098-T form. If your scholarships, grants, or

payments made by a government entity on your behalf are greater than your tuition and eligible charges for the calendar year you will NOT receive a form. Room and board and book charges are NOT eligible expenses.