

INSTRUCTIONS ON HOW TO ACCESS THE 1098-T FORMS

- A. From the DCCCD home page, select the "Catalog" button under the "Current Students" heading
- B. From the resulting page, select the "Money Matters" button
- C. From the new resulting page, link to the "HOPE Scholarship" section.
- D. From the new resulting page, link to the third paragraph to go to the ACS website--or students can go directly to the ACS site without going to through ours by using the web URL of <http://www.1098t.com>
- E. Once in the ACS website, the student should select "Access my Record"
- F. The student will be prompted to enter his/her SSN, last name and the PIN number. The first two fields should be completed and the PIN number left blank. The student will then be asked for personal information to confirm his/her identity. Once identity is confirmed, the student will create a PIN number.
- G. The student can then select "View My 1098T Tax Form" or "View My Financial Information". The tax form can be printed from the students browser as can the financial information that shows the detail of the amount actually paid. There are dollar amounts in Box 1, Payments received and, if the student had financial aid, Box 5, Scholarships or Grants, of the 1098-T prior year adjustments, if any, are shown in Box 4 and Box 6.

If you have any disputes and or questions about eligibility or assistance on the website please contact the:

ACS Customer Hotline at: 1-877-467-3821

Thank you,
RLC Business Office