

# **Instructions To Access 1098T Tax Form**

## **Instructions For Currently Enrolled Students**

- Access the NCCU homepage at <http://www.nccu.edu>.
- Step 2: Select Login to myEOL.
- Step 3: Enter Student Assigned Username and Password.
- Step 4: Select Banner SSB.
- Step 5: Select Student Tab.
- Step 9: Select Student Records.
- Step 10: Select Tax Notification.
- Step 11: Type in tax year.
- Step 12: Select Submit.

## **Instructions For Non-Enrolled Students**

We have partnered with Heartland Campus Solutions ECSI ("Heartland ECSI") to provide you with your Form 1098-T Tuition Statement, which reports tuition and other educational expenses.

An electronic copy of your 1098-T statement is available online.

To access your electronic statement online from Heartland Campus Solutions ECSI's website:

1. Visit [www.ecsi.net/1098T](http://www.ecsi.net/1098T)
2. Select Login
3. Enter kl as the School Code.
4. Select "Need help logging in?"
5. The selection will take you to another screen where you will enter the following information:
6. First Name
7. Last Name
8. Last 4 digits of social security number
9. Date of Birth (mm/dd/yyyy)
10. Your Zip Code
11. Select the Submit Button.
12. Select the Log in Page Link and enter the following information:
13. kl as the Organization Code
14. Your Social Security Number as the Account Number
15. The Password that was displayed on the previous screen
16. Select Log In.
17. Select Tax Information under My Account.
18. Select the Tax Year you wish to view and click on the View Button.
19. Select File then select Print at the top of the menu bar in order to print out your 1098T statement.

To contact Heartland ECSI's 1098 Customer Support Center dial 866-450-8881 or visit their website:

<https://www.ecsi.net/bwr/contacts.html>.

Sincerely,

North Carolina Central University

Student Accounting Department

Phone: 919-530-5342 or 919-530-5571

Fax: 919-530-7960

Email: [bursar@nccu.edu](mailto:bursar@nccu.edu)