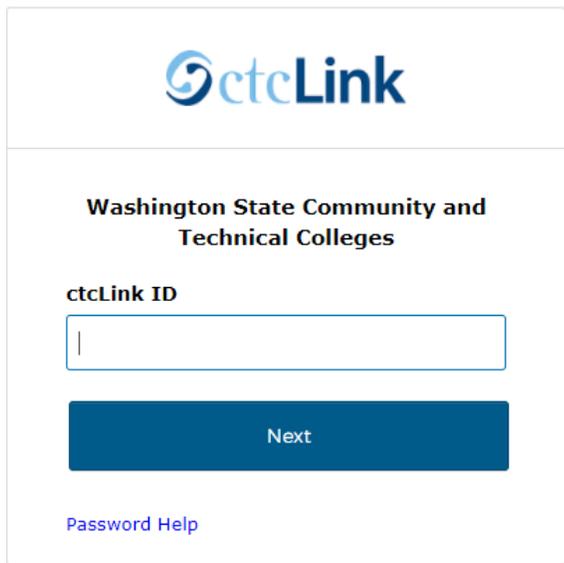


How to View your 1098-T and Payment Details

This guide will show you how to view your 1098-T tax document and payment details online.

Directions

1. Sign into **ctcLink** at <https://gateway.ctclink.us/>



ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Next

[Password Help](#)

2. You will be brought to a screen to select a tile. Select the appropriate tile for WWCC.

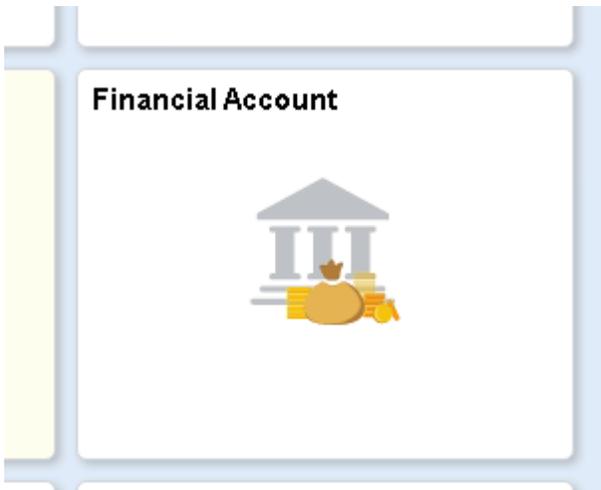


3.

Once signed in to your ctcLink Gateway, select "Student Homepage" :



4. The **Student Self Service** homepage will display. Select the **Financial Account** tile:



1. The **Account** page will display by default. To view your 1098-T, select **"1098-T"** on the left navigation, and then select **"View 1098-T"**:



2. Select the **"Grant Consent"** button to read the terms of viewing your 1098-T online:

[View 1098-T](#)

 You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

[Grant Consent](#)

3. Read the terms of viewing your 1098-T online, and if you want to accept, check the box next to **"Yes, I have read the agreement"** and then select the **"Submit"** button:

1098-T Consent 1 2

1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated 06/17/2019 Yes, I have read the agreement

[Cancel](#) [Submit](#)

4. After accepting the terms, you can proceed to viewing your 1098-T by selecting the **"View 1098-T Selection"** button:

1098-T Consent 1 2

2. 1098-T Consent Confirmation

 You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

[View 1098-T Selection](#)

5. You can now select the tax year you would like to view your 1098-T **by selecting the year link**, and then it will open a PDF file in a new window. If you are not able to view your document when you select this button, you may need to

allow pop-ups from the ctcLink site, and confirm you have PDF viewing software installed on your computer/device:

[View 1098-T](#)

1098-T Report Selection

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Cashier's office should you need more information.

1098-T Report Selection

General		Box Amount	▶			
Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date	
2021	Original	910822539	Skagit Valley College	01/18/2022		

6. To view your 1098-T payment detail, select **“Box Amount”**, and then you can select the **amount link** under **“Payments Received”** or any other column to view the details:

1098-T Report Selection

General		Box Amount	▶			
Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments
2021	Original	1895.40	0.00	0.00	0.00	0.00

1098-T Box Amount drilldown

View 1098-T - 2021 - Payments Received

View 1098-T - 2021 - Payments Received

Item Amount	Description	Account Type	Term	Actual Billing Date	Date Posted	Payment Date
1	1130.40 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
2	40.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
3	15.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
4	45.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
5	120.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
6	265.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
7	40.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
8	15.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
9	45.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
10	120.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021
11	60.00 Conv: Credit Card Payment	Conversion	SPRING 2021			03/12/2021