Dear Student:

This message is to notify you that you may have a 1098-T available to pick up electronically.  The 1098-T is used to determine student eligibility for claiming the Education Tax Credits on your Federal Income Tax returns.

The College/University has contracted with MAXIMUS to provide both the electronic and paper 1098-Ts.  If you do not retrieve your 1098-T electronically, one will be mailed to you.  Paper 1098-Ts will not be mailed until near January 31st and may reach you sometime after that date.  If you are eligible to receive a 1098-T, you can retrieve one electronically now.  Note: In order to retrieve a 1098-T electronically prior to printing you will need to consent to receiving it electronically in lieu of a mailed form.  Be aware that you can get additional copies online in the future as well.

To retrieve your 1098-T electronically:

* Launch a web browser and go to <https://tra.maximus.com>
* Click the “First Time Students” Button.
* Enter your full First and Last names and the last 5 digits of your Social Security Number.
* Click Submit.
* If records are present for you, you will be instructed to create an account.  Follow the instructions on the website to create a free account and retrieve your 1098-T.  If records are not found for you or you have difficulty creating account, use the “Help” link in the left menu.

Remember, by acknowledging that you are receiving this form electronically, a hard copy form will not be mailed to you. However, you can go to the website as often as needed to retrieve a copy.

Sincerely,

Dr. Kelly

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