Electronically Receive 1098-T Tax Form

- 1. Visit the Tennessee Tech Website Homepage
- a. https://www.tntech.edu
- 2. Move your cursor to the express tab in the top right corner and select "Tech Express"

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Academics	Admissions Student Life	Rese	earch Athletics	Express
	Pay Online - Eagle Pay		Tech Express	
	Volpe Library		Student Resources	5
	TechConnect		Faculty & Staff Re	sources
	myTECH IT Helpdesk		Bookstore/Dining/	/Parking
	Strategic Planning		Calendar	
	Institutional Research		Tech Times	

3. Login to Tech Express using your Username and Password Note: Username is the first portion of your student email (jasmith42)

Tennessee Sign in username@tntech.edu Cant access your account?	
Ihis system may contain Government, University, of users ONU, Vusuthorized access: use, misuse, or users ONU, Vusuthorized access: use, misuse, or users ONU, Vusuthorized access: use, misuse, or use of the individual to Criminal and Chi my subject the individual to Criminal and Chi montoring, including the acquisition, recording, and processed, or stored in this system by a user. If processed, or stored in this system by a user, if processed, or stored in the system by a user, if processed, or stored in the system by a user, if processed, or stored in the system by a user, if procesed, and the system by a user, if processed, and the sy	
🖏 Sign-in options	E.

Note: After signing in to Tech Express it will prompt you to use your Mobile Authenticator App



After using the Mobile Authenticator, it will take you to the next page you see below.



4. Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.

5. Once logged on, a pop-up will appear that is titled "Paperless 1098-T Option.

Fapeness 1090-1	Option	×
IRS regulations state electronically must a Accept Consent, you for each year that yo this site to print, em electronic 1098-T, p be mailed. If you ele	e that each student who files a request to re also provide his/her consent electronically. I state your intent to receive your 1098-T for ou attend this university. Furthermore, you ail or save your 1098-T. With this consent f lease understand that a paper copy of your ect not to consent, a paper copy of your 109	eceive a 1098-T By clicking on orm electronically agree to return to or an on-line r 1098-T will NOT 98-T will be sent
to you via US Mail.		
to you via US Mail. Your paperless 1098 page.	-T choice can be changed at any time via t	he My Profiles

6. Read the Paperless 1098-T Option consent in its entirety. Click "Accept Consent".

Accept Consent

From this point forward you will receive a 1098-T tax form electronically and it will be available to you at any time online through Eagle Pay. Once new forms are released you will be notified by email with instructions on how to access your tax form.

Thank you for helping Tennessee Tech GO GREEN!

