



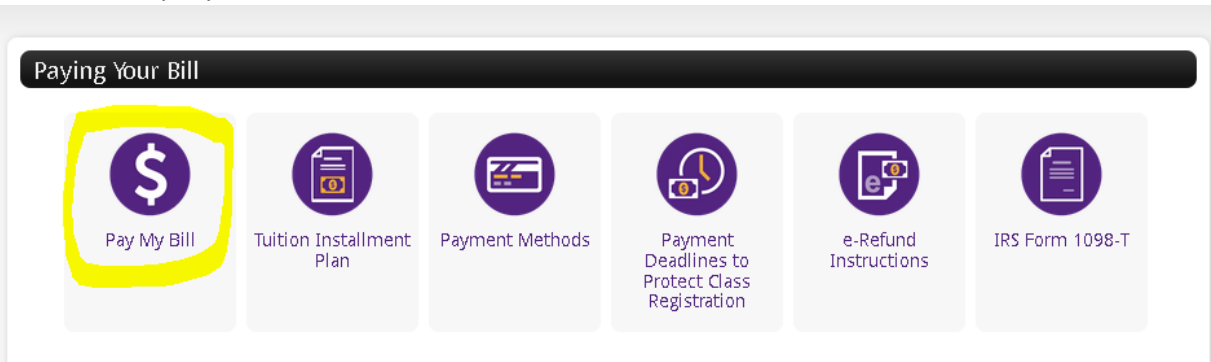
Consenting to a Paperless 1098-T

Heartland ECSI is Montgomery College's third party provider for IRS Form 1098-T. To receive an electronic 1098-T instead of by mail, please consent to the paperless 1098-T option in the Pay My Bill area in [MyMC](#).

By consenting to receive an electronic version of your 1098-T form please understand that a paper copy of the form will not be mailed. Your 1098-T form will be available to you in your MyMC account.

To consent to receiving your 1098-T form electronically, follow these steps:

- Log into your MyMC Account
- Select **Pay My Bill / Manage Account**
- Click on the Pay My Bill Icon



- Select Consents and Agreements from the menu on the right side of the home page

The screenshot shows the MyMC home page. The navigation bar includes "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The main content area is divided into several sections:

- Announcement:** Contains several notices, including "eRefund Accounts Set Up", "Two-Factor Authentication for eRefund Accounts", "Tuition Installment Plans", and "Get Text Messages About Your Account".
- Student Account:** Shows a balance of \$1,200.20 and options to "View Activity" and "Make Payment".
- Statements:** Lists "Your latest eBill Statement (11/6/20)" and "Your latest 1098-T Tax statement 2020 1098-T Statement", both with "View Statements" links.
- My Profile Setup:** A vertical menu with options: "Authorized Users", "Personal Profile", "Security Settings", "Consents and Agreements" (highlighted in yellow with a green arrow), and "Electronic Refunds".
- Term Balances:** A table showing balances for Spring 2020 (\$1,064.40) and Summer II 2019 (\$135.80).

- You must opt in to receive your 1098-T electronically. If you have not opted in, the consent and agreement page will show that “you currently receive a paper copy of you 1098-T.”

Consents and Agreements

You currently receive a paper copy of your 1098-T.



If you have not chosen an electronic 1098-T, it will state that you will receive a paper copy.

Change

Change

- Click the green “Change” button -
- A pop up will appear requesting your consent to go paperless. Please read the consent statement before accepting. You have the option of changing your paperless consent at any time by going back to Consents and Agreements and changing your option.

- Once you select “Accept Consent,” you will see the language change to “You have switched to paperless 1098-T.”

Consents and Agreements

You have switched to paperless 1098-T.

Change

- Your change to paperless is now complete. As noted above, you may change this setting and opt to return to a paper 1098-T at any time.

Please note: Montgomery College staff can confirm whether or not you are eligible to receive a 1098-T form and the information on your form. For additional information regarding your 1098-T or other tax matters please consult with a tax professional. If you have any questions regarding opting into a paperless 1098-T, you may direct them to accounts receivable at acctrec@montgomerycollege.edu. Our standard response times are 24 to 72 hours but may be as long as week during peak tax and enrollment periods.