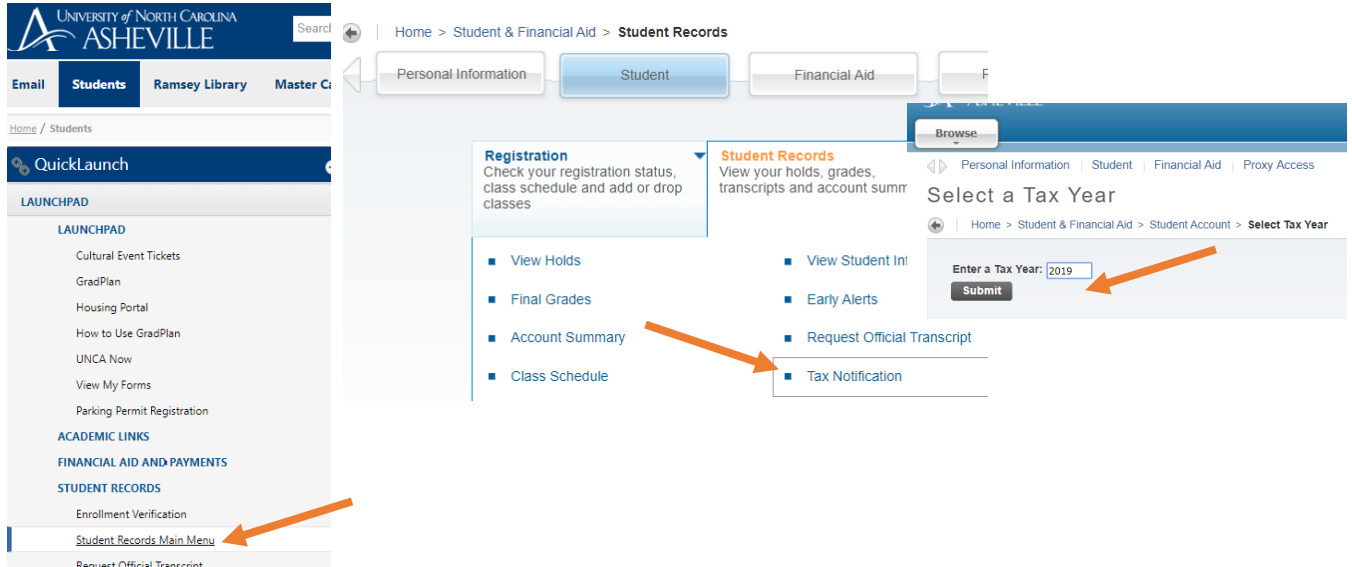


# Accessing Your 1098-T through OnePort

Your 1098-T is available through OnePort. The process to access the electronic 1098-T is as follows:

- Click on “OnePort” on the UNC Asheville home page
- Enter your User Name and Password
- On the left-hand side, click on “Student Records Main Menu” under the “Student Records” folder
- From there, click on “Tax Notification”
- Enter in the appropriate Tax Year (2019) then click “Submit”



- Your 1098-T will be displayed and should resemble the sample seen below.

## Tax Notification for Tax Year 2019

A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information will be furnished to the Internal Revenue Service. Select links on the reported amounts to review the associated detail.

### Form 1098-T

<b>FILER's name, address, and contact phone number</b> UNC ASHEVILLE ONE UNIVERSITY HEIGHTS, CPO 1565 ASHEVILLE, NC 28804 United States of America (828) 2516664		<b>1 Payments Received for qualified tuition and related expenses</b> \$x,xxx.xx	<b>2019</b>
<b>FILER's Federal Id</b> 5*****	<b>Student SSN</b> *****XXXX	<b>3</b>	
<b>STUDENT's name, street</b>		<b>4 Adjustments</b>	<b>5 Scholarships or Grants</b> \$xx.xx
		<b>6 Adjustments to Scholarships</b>	<b>7 Check if box 1 includes amounts for academic period beginning January - March 2020</b> [ ]
<b>Service Provider/Acct. No. (opt)</b>	<b>8 Check if at least half time student</b> [X]	<b>9 Check if a graduate student</b> [ ]	<b>10 Reimbursements from insurance contract</b>

Select links on the Tax Report Descriptions below to see additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.

**Important Reminder:** These documents contain a portion of your social security number, which you will want to protect to help prevent identity theft. You are advised NOT to leave your computer screen unattended when viewing it.