

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 then click “Submit”

The screenshot shows the 'QuickLaunch' interface with a 'LAUNCHPAD' on the left and a 'Student Records' menu on the right. An arrow points from 'Student Records Main Menu' in the launchpad to 'Tax Notification' in the menu. Another arrow points from 'Tax Notification' to a 'Select a Tax Year' form where '2016' is entered, and a third arrow points to the 'Submit' button.

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

Tax Notification for Tax Year 2016

A representation of the Tuition Statement form 1098-T is shown below. This will not be sent to you or to the Internal Revenue Service as the amounts do not require reporting. Select links on the reported amounts to review the associated detail.

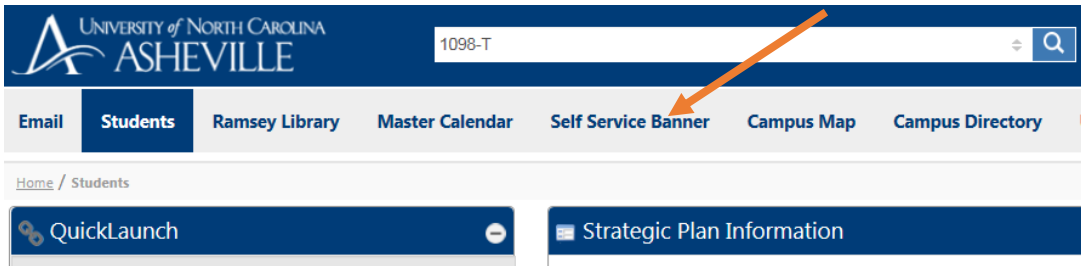
FILER'S name, address, and contact phone number		1 Payments Received	2016
UNC ASHEVILLE ONE UNIVERSITY HEIGHTS, CPO 1565 ASHEVILLE, NC 28804 United States of America (828) 2516609		2 Amounts Billed for qualified tuition and related expenses	
FILER'S Federal Id	Student SSN	3 Check if reporting method has changed for 2016 []	
STUDENT'S name, street		4 Adjustments	5 Scholarships or Grants
		6 Adjustments to Scholarships	7 Check if box 2 includes amounts for academic period beginning January - March 2017
Service Provider/Acct. No. (opt)	8 Check if at least half time student [X]	9 Check if a graduate student []	10 Reimbursements from insurance contract

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.

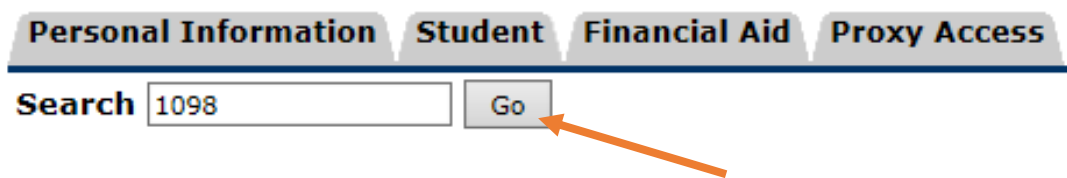
There is an alternative method to accessing your 1098-T through OnePort using the Self Service Banner option and searching for '1098'. This method will be explained on the following page.

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 the 1098-T. Be sure to retrieve your printed copy of the 1098-T promptly if routed to a network printer shared by others.

- Click on “OnePort” on the UNC Asheville home page
- Enter your User Name and Password
- Click on “Self Service Banner”

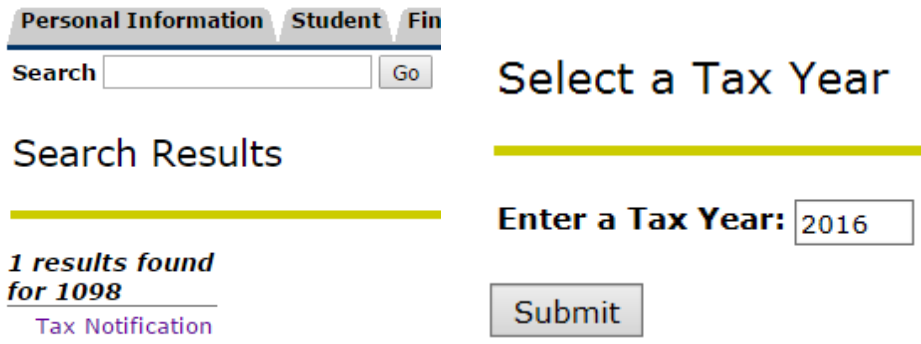


- You will be brought to this Main Menu. In the search bar, type in “1098” then press “Go”



Main Menu

- Search results will be brought up. Click on the “Tax Notification” and enter in the appropriate Tax Year then click “Submit”



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

Tax Notification for Tax Year 2016

A representation of the Tuition Statement form 1098-T is shown below. This will not be sent to you or to the Internal Revenue Service as the amounts do not require reporting. Select links on the reported amounts to review the associated detail.

FILER's name, address, and contact phone number		1 Payments Received	
UNC ASHEVILLE ONE UNIVERSITY HEIGHTS, CPO 1565 ASHEVILLE, NC 28804 United States of America (828) 2516609		2016	
FILER's Federal Id	Student SSN	3 Check if reporting method has changed for 2016 <input type="checkbox"/>	
STUDENT's name, street		4 Adjustments	5 Scholarships or Grants
		6 Adjustments to Scholarships	7 Check if box 2 includes amounts for academic period beginning January - March 2017
Service Provider/Acct. No. (opt)	8 Check if at least half time student <input checked="" type="checkbox"/>	9 Check if a graduate student <input type="checkbox"/>	10 Reimbursements from insurance contract

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.