

1098T Electronic Copy in MyCentral:

In January, students may retrieve a copy of the 1098-T within the UCM Payment Center in MyCentral:

1. Log into MyCentral.
2. Click on Student Services/Student Home, then the "Continue to MY ACCOUNT Details" button.
3. After a few seconds, the UCM Payment Center screen will load.
4. In the middle of the screen, locate the "Statements" section.
5. Locate the "Your latest 1098-T Tax Statement" in this section.
6. Click the "View" icon to view the document.

Paper Copies:

Paper copies of the 1098T are only sent if you *did not* consent to electronic delivery in the MyCentral Payment Center. In these instances, ECSI will mail the 1098-T to the permanent home address on file by the end of January.

1. Address changes must be completed with the Registrar by the end of December.
2. Paper copies will only be mailed to students that *have not* elected to receive the document electronically.
3. The document will be mailed by ECSI, the third party that prepares the form on UCM's behalf.

Paper Copy Lost/Missing/Not Received (if electronic consent not given):

The document may be retrieved from <https://heartland.ecsi.net> if you do not receive your copy in the mail.

1. Navigate to <https://heartland.ecsi.net> and ensure your pop-up blocker is disabled.
2. Choose the first option: "To access your 1098-T tax form, click here."
3. Type in "University of Central Missouri."
4. Click the "Submit" button.
5. Provide the information as prompted (First, Last, Social Security Number or Tax Identification Number, and Zip Code).

Please note:

- Consent to electronic 1098T delivery must be completed through the UCM Payment Center.
- FERPA waivers must be completed through UCM's Office of the Registrar.