INSTRUCTIONS FOR RECEIVING YOUR IRS FORM 1098-T

1. Go to the GetMyDocument (powered by SCHOLARCHIP) Website: https://www.getmydocument.com

2. If you didn’t receive a Certificate via Email (maybe you aren’t a current student or you just can’t find the email), just click on the green button to the left of Request Certificate.

3. At the next screen select UW COLLEGES from the drop down box.

4. Enter an email address where you can be reached (doesn’t have to be UW Colleges email). Enter it again in the next box – Confirm Email Address.

5. Enter the last 4 digits of your tax ID number (SSN).

6. Enter your First Name and Last Name in the next two boxes.

7. Then enter the security at the bottom and click on the Request Access button.

8. You should receive an email with a certificate and a link to get your 1098T.

9. If you have any problems just call (608) 262-7902 or email tra97@uwc.edu.