

Enter the Site ID for UCSC: **11562** User Name: **Student ID/account number (7 digits)**

Password:

Returning Users: If you have previously signed in on this site to retrieve a form, enter the password you created for this site. If you cannot remember the password, click 'Forgot Password' and follow the instructions.

New/First Time Users (ONLY):

Your default password for your first time sign in is the last 4 digits of your SSN/ITIN*. This is only for users who have never created a password on this site.

(*If you are an international student without an SSN/ITIN or have otherwise not provided your SSN/ITIN to UC Santa Cruz, the temporary password will be 0000. Submitting this temporary password in the login

screen will initiate a password reset process with your email on file (this should be your @ucsc.edu email address)).

For security reasons, you will then be prompted to change your password. Enter your old password (last four digits of your SSN or 0000 if no SSN/ITIN) and then enter a new password and then re-enter the new password in 'Confirm Password'.

The new password must be 7 characters and contain at least one numeric character, one upper case letter and one special character.

Current Password		
Current Password	Enter your current password to change the password.	
New Password		
Confirm Password		
	To change the current password, enter the new password in both fields.	
		Change Passwo

This will be your new password going forward. You will be able to use the 'forgot my password' functionality if you need to.

Homepage in TSC1098-T:

Year <mark>2018 ▼</mark>
НОМЕ
VIEW/PRINT MY 1098-T
EMAIL 1098-T
CHANGE PASSWORD
FAQ 1098-T

This will default to the current tax year.

Change the year to look for an earlier form.

Click VIEW/PRINT MY 1098-T to view the form/print the form.

Click EMAIL 1098-T to email the form to someone (parent/taxpayer). You will set a password that you will have to give the person (separately) in order for them to be able to view the form.

The user will get an email from 'no reply' that has this subject line:

D noreply 2017 1098-T Tax Form - Tax form is attached. Please keep it for your reference.

Forgot Site ID?

Enter your campus email address and click submit. It will be emailed to you.

Here is what the email will look like:

You recently requested the Site ID for your 1098-T Self-service account.

Site ID: 11562 UC Santa Cruz

Thanks,

1098-T Account Support Team

Am I on the correct site?

Even though you have gone to <u>www.tsc1098t.com</u> to log in the URL at the top of the screen once you are logged in will say https://www.tsc1099.com while you are logged in and also when you log out.

Tab Services Corporation also provides 1099 forms which is why the URL says this. You are on the correct site for your 1098T.