



Student Guide to Viewing 1098-T Statements in MyMC

STEP 1: Log in to MyMC and click the Pay My Bill icons until you get to the home page of your student account. Select View Statements from the middle of the page or click on My Account and select “Statements”.

The screenshot shows the MyMC student account dashboard. At the top left is the Montgomery College logo. The top right shows the user is logged in and has a Logout option. Below the logo is a navigation bar with a Home icon and links for My Account, Make Payment, Payment Plans, Refunds, and Help. A dropdown menu is open under My Account, with a green arrow pointing to the Statements option. The main content area is divided into three sections: 1. Announcements: Contains several notices, including one about not using the Back Button, one about Two-Factor Authentication for eRefund Accounts, one about Tuition Installment Plans, and one about getting text messages about the account. 2. Student Account: Shows the account ID as xxxxx and a balance of \$0.00. It includes buttons for View Activity, Enroll in Payment Plan, and Make Payment. Below this is a Statements section with a link to View Statements for the latest 1098-T Tax statement (2019 1098-T Statement). 3. My Profile Setup: A sidebar menu with options for Authorized Users, Personal Profile, Security Settings, Consents and Agreements, and Electronic Refunds. At the bottom right, there is a section for Term Balances.

STEP 2: Under the “Statements” tab you should see the 1098-T Tax Statements tab. Click “View” for the tax year you wish to view.

MC MONTGOMERY COLLEGE

My Account Make Payment Payment Plans Refunds Help

Statements

Billing Statements 1098-T Tax Statements

Tax Year	Action
2020	<input type="button" value="View"/>

STEP 3: After clicking “View”, it will redirect you to the Heartland ECSI website. Any tax statements issued for current or past tax years will be displayed. Select the tax year you want to view and click the “View” button. **Do not enter anything in the Enter Code field. That box is for Heartland ECSI use only.**

ECSI SERVICE NEVER RESTS

All tax documents will be available and mailed by January 31st. Please allow one week for delivery. If you have specific questions about why your institution reports in Box 1 or Box 2 please visit <http://www.ecsi.net/taxSelect/student.html> for more information.

****Please keep in mind ECSI cannot offer tax advice, please consult your tax professional.****

Below are the tax documents available for your account.

View	Year	Type
<input checked="" type="radio"/>	2020	1098-T
<input type="radio"/>	2019	1098-T
<input type="radio"/>	2018	1098-T

Enter code

Please note: Montgomery College staff can confirm whether or not you are eligible to receive a 1098-T form and the information on your form. For additional information regarding your 1098-T or other tax matters please consult with a tax professional. If you have questions regarding viewing your 1098-T, you may direct them to accounts receivable at acctrec@montgomerycollege.edu. Our standard response times are 24 to 72 hours but may be as long as week during peak tax and enrollment periods.