

Availability of Electronic Distribution of Student 2011 1098-T Tax Form

The Bursar's Office is excited to announce the availability of electronic distribution of your 2011 1098-T tax form. If you wish to take advantage of this new feature, you may sign up online, as outlined below.

If you need to update your address and/or social security number, you must do so by January 6, 2012 in order to update your 2011 1098-T. 2011 1098T tax forms will be available by January 31, 2012.

CONSENT TO RECEIVE 1098-T ELECTRONICALLY

You must consent to receive notification of your 1098-T tax form electronically. If you would like to receive notification electronically (instead of a paper copy) please give your consent by following the instructions in the link below. If you would like to receive a paper copy of your 1098-T form, **do nothing**.

The benefits to receiving electronic notification are:

- Online delivery provides access to the form 1098-T earlier than the traditional mailing process.
- Online delivery eliminates the chance that the 1098-T will get lost, misdirected or delayed during delivery, or misplaced once the student receives it.
- Signing up for online delivery is easy and secure.
- Students can receive their 1098-T form even while traveling or on assignment away from their home address.

To give consent to receive your notification electronically, sign up using the SECURE website below, giving us your name, student identification number and e-mail address (you can also include your parents' e-mail address in the alternate e-mail space).

<http://www.ecsi.net/gateway/1098t-signup.html?school=7G>

UPDATING ADDRESS AND SOCIAL SECURITY NUMBER

If necessary, please update your social security number and your address on file with the Office of the Registrar. To update your **MAILING** address, go to the Academics Tab in your MyIIT Portal. Simply use the Banner Self-Service channel and navigate to the Personal Information folder, followed by clicking on "Update Addresses and Phones".

Students who wish to update their social security number on file with the University, which will appear on their Form 1098-T, must appear in person no later than January 6, 2012 at the Office of the Registrar, and complete the required paperwork. Students must be able to provide the required identification when submitting the completed form so that a valid social security number can be entered into the system. If there is any discrepancy between the student's social security number and a social security number already existing in the system, the student must provide a copy of their social security card to the Registrar. Additional information regarding this process can be found at http://iit.edu/registrar/student_records/update_personal_info.shtml.

If you have any questions regarding this information, please feel free to contact us at bursar@iit.edu.