

How to View your 1098-T Tax Form

Step 1) Log into gateway.ctclink.us Student Account using your ctcLink ID and password



Step 2) On the ctcLink Gateway, select **"Student Homepage"**



Step 3) Select the **"Financial Account"** tile.



Step 4) Select **"View 1098-T"** in left navigation, followed by **"Grant Consent"**.



Step 5) Check **"Yes, I have read the Agreement"** and then click **"Submit"**.



Step 6) Click **"View 1098-T Selection"**

The screenshots illustrate the following steps:

- Step 1:** Login page for Washington State Community and Technical Colleges. The "ctcLink ID" field is empty, and the "Next" button is highlighted.
- Step 2:** The ctcLink Gateway homepage for Bellevue College. The "Student Homepage" tile is highlighted with a red box and an arrow.
- Step 3:** The ctcLink Student Homepage dashboard. The "Financial Account" tile is highlighted with a red box and an arrow.
- Step 4:** The "1098-T Report Selection" page. In the left navigation, "View 1098-T" is highlighted. On the main content area, the "Grant Consent" button is highlighted.
- Step 5:** The "Consent for 1098-T" page. Under "1. 1098-T Consent Agreement", the checkbox "Yes, I have read the agreement" is checked and highlighted. The "Submit" button is highlighted with a red box and an arrow.
- Step 6:** The "Consent for 1098-T" page. Under "2. 1098-T Consent Confirmation", the "View 1098-T Selection" button is highlighted with a red box and an arrow.

Note: You may not receive a 1098-T if qualifying payments were entirely paid with Financial Aid Grants or Scholarships.