

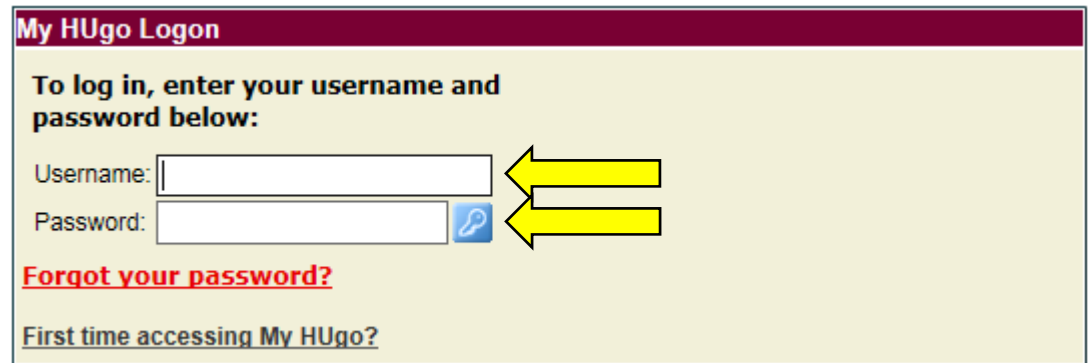
How to Access Your Electronic 1098-T Tax Form

Hodges University gives students the ability to access their 1098-T tax forms in electronic format. Follow the steps below to consent to access your 1098-T tax form electronically and ensure you can do so as soon as they are available. This is the easiest and most convenient way to receive your 1098-T tax form in a timely manner.

1. Go to the **My HUGo** website at <https://myhugo.hodges.edu>.



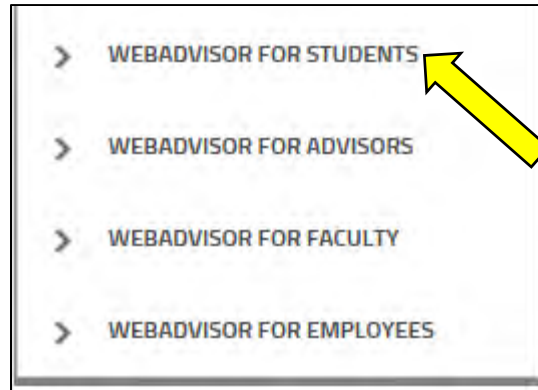
2. To log in, enter your **Hodges username** and **password**.

The image shows the 'My HUGo Logon' form. It has a dark red header with the text 'My HUGo Logon'. Below the header, it says 'To log in, enter your username and password below:'. There are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a blue eye icon to its right. Two yellow arrows point to the 'Username:' field and the 'Password:' field. Below the input fields, there is a red link that says 'Forgot your password?' and a blue link that says 'First time accessing My HUGo?'.

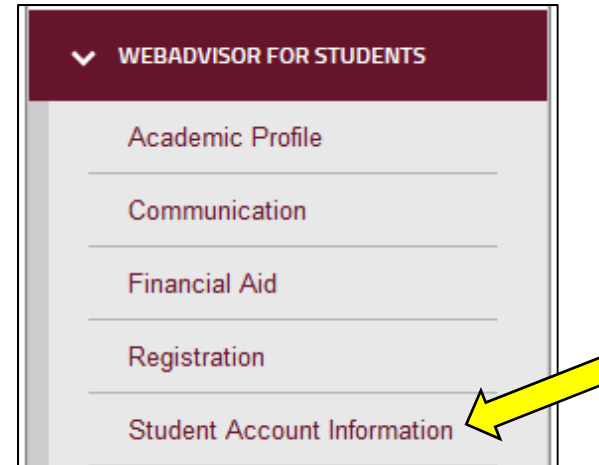
3. In the **WebAdvisor** box, click on **Student Account Information**.

The image shows the 'WebAdvisor' navigation menu. It has a dark red header with the text 'WebAdvisor'. Below the header, there is a list of links: 'Click here for quick access to WebAdvisor Resources:', 'User Account', 'Student Account Information', 'Financial Aid', 'Communication', 'Registration', and 'Academic Profile'. A yellow arrow points to the 'Student Account Information' link.

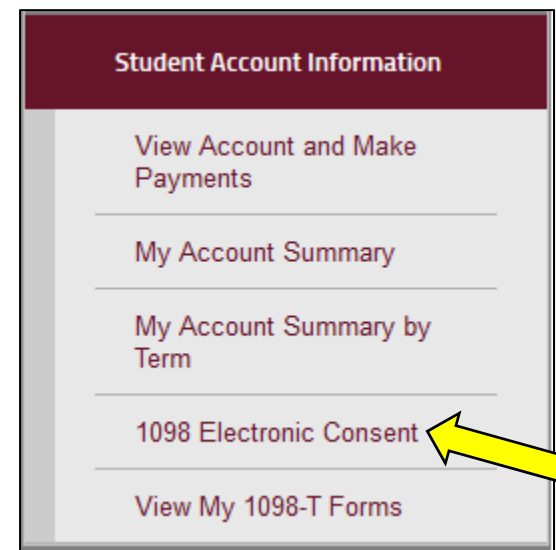
4. Click on **WebAdvisor for Students**.



5. Under the WebAdvisor for Students section, click on **Student Account Information**.



6. Under the Student Account Information section, click on **1098 Electronic Consent**.



7. Select the **first option**, agreeing to view your 1098-T electronically, then click **Submit**.

1098 Electronic Consent ✕ ?

By selecting this option, I agree to receive my official 1098-T tax form only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098-T tax form in electronic format, I will not receive a paper copy of my official 1098-T tax form statement. I understand that I have the ability at any time to return this form and remove my consent.

I choose to withhold my consent and understand by doing so that I will receive my official 1098-T tax form in paper format. I understand that I will receive my official 1098-T tax form via permanent address that is on my file. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T tax form in electronic format only.

Electronic 1098 Consent History

SUBMIT

IMPORTANT: By opting to access your 1098-T tax form electronically, you will not receive a paper copy of your 1098-T tax form.

8. Click on **View My 1098-T Forms**.

Student Account Information

[View Account and Make Payments](#)

[My Account Summary](#)

[My Account Summary by Term](#)

[1098 Electronic Consent](#)

[View My 1098-T Forms](#)

9. You are now able to view and print 1098-T forms for any year in which they are available. Press **Click to display 1098-T form** to view/print any of your available forms.

View My 1098-T Forms ✕

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Student ID
Student Name

Year Institution

Hodges University [Click to display 1098-T form](#)

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Use the button below to go to the Adobe Web site and download the current version of Adobe Reader.

IMPORTANT: The 2015 1098-T tax form will not be available to students until January 29, 2016.

This is a sample 1098-T tax form:

<input type="checkbox"/> CORRECTED				Tuition Statement	
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses		OMB No. 1545-1574	
Hodges University 2655 Northbrooke Dr Naples, FL 34119		20		Copy B For Student	
239-938-7832		2 Amounts billed for qualified tuition and related expenses			
FILER'S federal identification no.	STUDENT'S social security number	3 If this box is checked, your educational institution has changed its reporting method for 2014			
59-6605703		<input type="checkbox"/>			
STUDENT'S name		4 Adjustments made for a prior year	5 Scholarships or grants		
		\$	\$		
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2015 ▶		
City or town, state or province, country, and ZIP or foreign postal code		\$	<input type="checkbox"/>		
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student	9 Checked if a graduate student	10 Ins. contract reimb./refund		
	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Form 1098-T		(keep for your records)		www.irs.gov/form1098t	