

How to Obtain 1098-T Information on MyUnion

1) First, go to <https://my.unionky.edu>

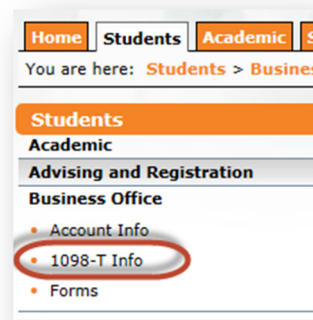
2) Log in with the same username and password that you use to access your webmail.¹

3) Once you are logged in, click on the “**Students**” tab.



4) Then, click on the “**Business Office**” link on the left hand side of the page.

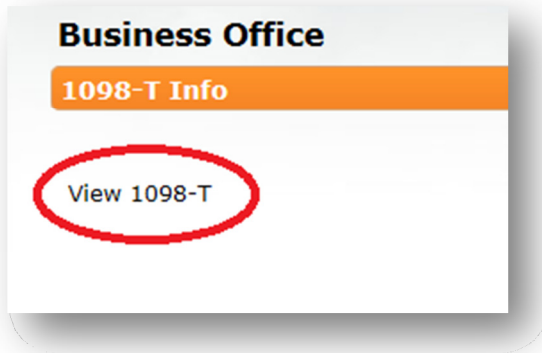
5) Now click on the “**1098-T Info**” link under *Business Office*.



¹ For example, if your Union college email is firstname.lastname@unionky.edu and your password is 1234 for webmail, then you will enter [firstname.lastname](mailto:firstname.lastname@unionky.edu) as your username and 1234 for your password.

UNION COLLEGE
Department of Administrative Systems
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6) Click View 1098-T



7) Verify that the current tax year is selected in the drop down menu next to "Select a Year". Data from previous years may also be available.



If you have questions regarding the content of your 1098-T, please contact the Business Office at (606) 546-1203.

If you have technical issues accessing your 1098-T, please submit a ticket to the [Help Desk](#) or call the Technology Support Desk at (606) 546-1626.