

ACCESSING 1098T INFORMATION

Students who attended Northwest during the 2017 calendar year and paid tuition are provided 1098T forms to use for tax purposes. Forms have been mailed. Students may also access their information via their myNWCC accounts.

How to Log In:

1. Northwest homepage www.northwestms.edu
2. Click "myNWCC"
3. Click **Login**
4. Enter **User ID** (your Northwest Student ID#)
5. Enter **Pin** : Your 6-digit birthdate if logging into myNWCC for the first time or the Pin you setup earlier.
6. Click **Login**

Under '**Financial Information**', click on '**Electronic Document Consent**'.

Main Menu - SPRING 2016

Student Information Center

Student Records

Financial Information

View Receipts

Financial Aid Requirements

PAY OUTSTANDING CHARGES

Financial Aid Status

View Payments To Me

Financial Aid Shopping Sheet

Electronic Document Consent

My 1098T

Scheduling

Student Information

The following screen will appear with your name at the top:

			
Payment Year	Electronic W2's	Electronic 1095C	Electronic 1098T
			Date Changed

Click the 'Add Record' button to the right.

This screen will appear. Fill in the information exactly as shown below and click the 'Add' button.

Report Year:

Receive electronic W2: Yes No

Receive electronic 1095C: Yes No

Receive electronic 1098T: Yes No

It will display the information that you added:

Payment Year	Electronic W2's	Electronic 1095C	Electronic 1098T
2017	N	N	Y

To view/print your 1098T, under 'Financial Information', click on 'My 1098T Form - Printable'.

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- My 1098T

Scheduling

Student Information

Enter the year '2017' as shown, and click 'Continue'.

Payment Year:

Cancel

Continue

This screen will appear showing that your 1098T has been retrieved. If this is not the message you receive, then there is no 1098T to display. You will only be issued a 1098T form if you are paid for all or part of your tuition.

Click on 'View My 1098T', and the document will be displayed in pdf format. You may print that document for your use.

1098T retrieved.

Return To Selection

View My 1098T