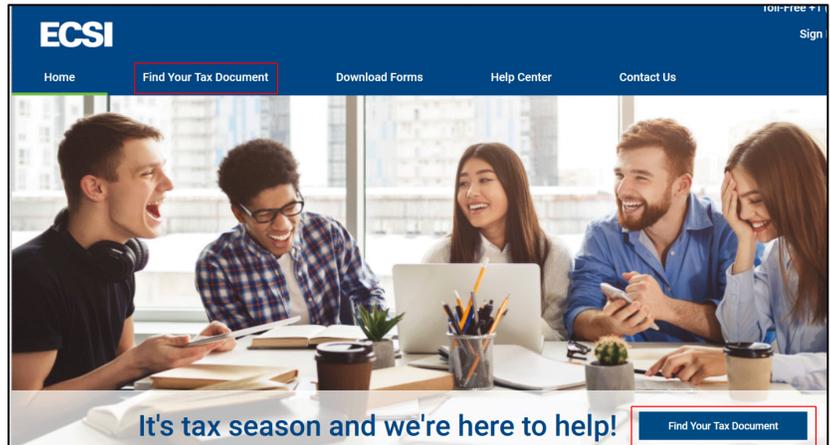# 1098T Tax Document
Retrieving Your 1098T

You will be notified of your 1098T statement by e-mail. You can access your 1098-T statement quickly and easily by visiting https://heartland.ecsi.net/. You may need to disable your pop-up blocker on the site.

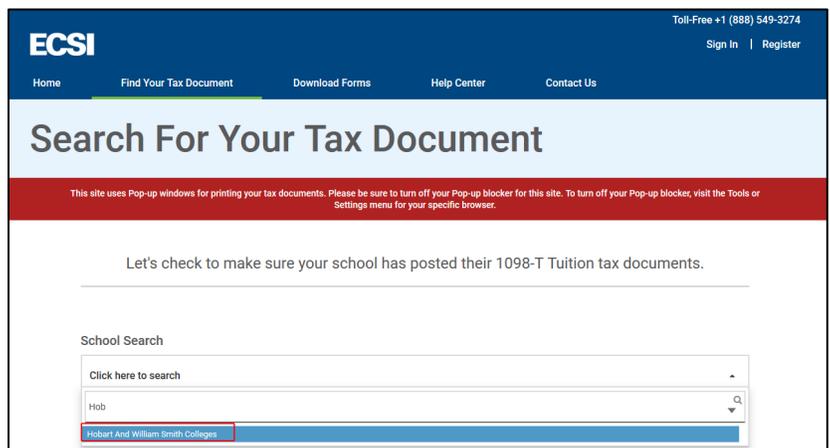## To retrieve your 1098T document:

1. In the e-mail, click the link **https://heartland.ecsi.net/**

2. On the ECSI menu, or on the page, click **Find Your Tax Document**

3. On the Search for Your Tax Document page, click **I need my 1098-T Tuition tax statement.**
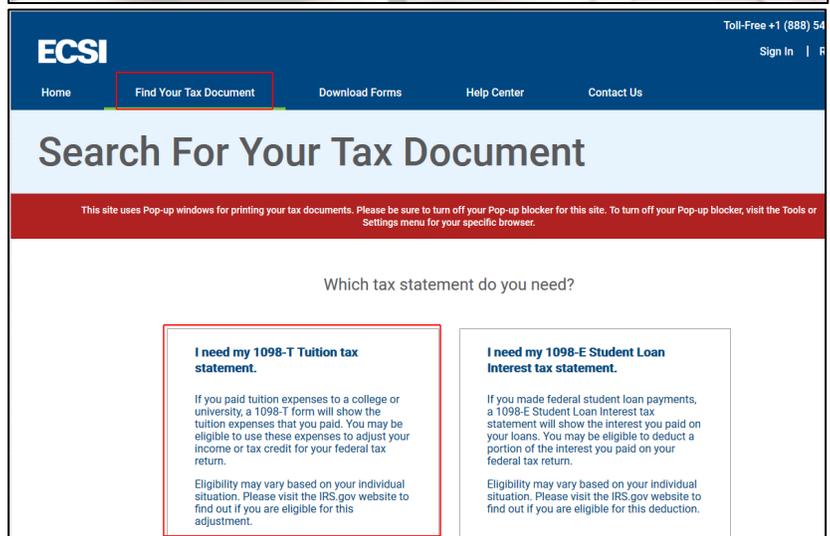
4. In the School Search, enter **Hobart and William Smith Colleges**

5. Click on the Colleges name as it appears in the box below

6. Click **Submit**

7. Fill out the screen with the applicable information:
   - **First Name**
   - **Last Name**
   - **Social Security Number**
   - **ZIP code**

   Note the checkboxes for if you do not have a Social Security number or if you have a foreign address on file.

8. Check the box **I'm not a robot** and complete the Captcha as necessary

9. Click **Continue**

10. Under Statement detail for Current Reporting period, on the right hand side, to the right of Status: Delivered, click the [+]

    Your 1098T document will be shown; you may need to turn off your pop-up blocker to view the page.
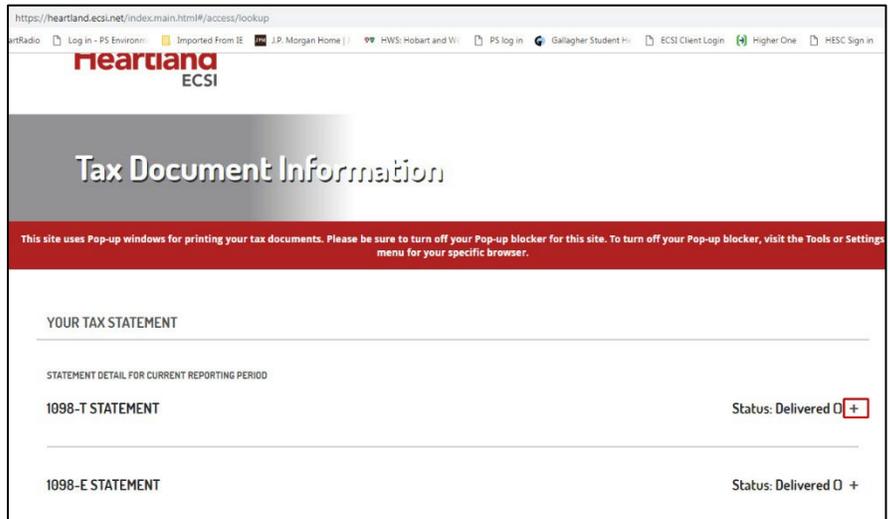
11. To print your document, on the right hand side, click **View/Print Statement**

    Your document should open a new tab or window.

12. When finished, be sure to **close your browser and clear your cache**, particularly if you are using a public computer