



# Alabama A&M UNIVERSITY

Comptroller's Office  
P.O. Box 1388  
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**TO:** AAMU Faculty, Staff and Students

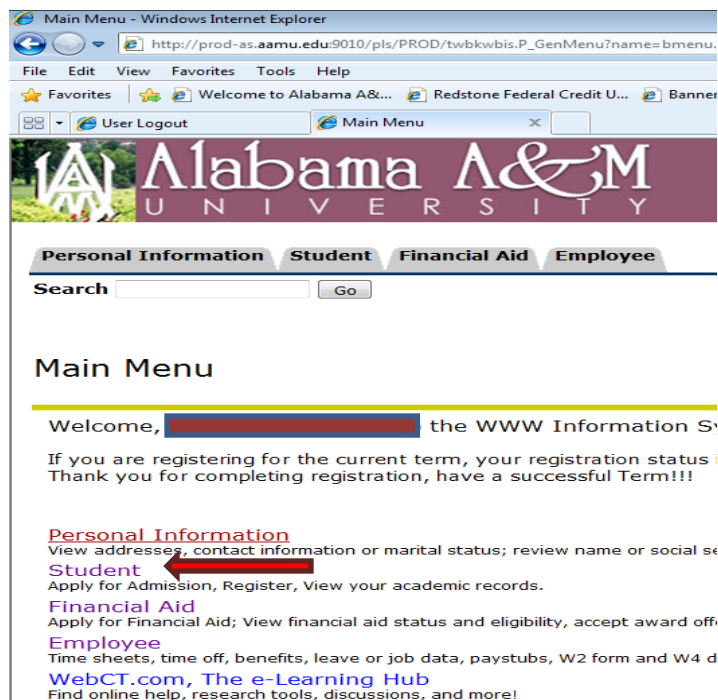
**FROM:** Norman E. Jones  
AVP for Business and Finance & Comptroller

**DATE:** January 26, 2012

**SUBJECT:** 1098T Tax Forms

Students may now access their 2011 1098T tax form via their Banner Self Service account. The form may be retrieved by following the steps outlined below:

1. Login to Self Service Banner
2. *Click* on Student

A screenshot of a web browser window showing the 'Main Menu' of the Banner Self Service system. The browser title is 'Main Menu - Windows Internet Explorer' and the address bar shows 'http://prod-as.aamu.edu:9010/pls/PROD/twbkwbis.P\_GenMenu?name=bmenu.'. The page features the Alabama A&M University logo and navigation tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. A search bar is present. The 'Main Menu' section lists several options: 'Welcome, [redacted] the WWW Information S...', 'If you are registering for the current term, your registration status i...', 'Thank you for completing registration, have a successful Term!!!', 'Personal Information' (with a red arrow pointing to it), 'Student' (with a red arrow pointing to it), 'Financial Aid', and 'Employee'. At the bottom, there are links for 'WebCT.com, The e-Learning Hub' and 'Find online help, research tools, discussions, and more!'.

3. Click on Student Account

Alabama A&M UNIVERSITY

Personal Information Student Financial Aid Employee

Search  Go

### Student

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[Registration](#)  
Check your registration status, class schedule and add or drop classes

[Student Records](#)  
View your holds, grades and transcripts

[Student Account](#) ←

View your account summaries, statement/payment history and tax information

**RELEASE: 8.5**  
This computer and computer network are solely for use by users aut prohibited and may result in prosecution. Use of this resource design:

4. Click on Tax notification and enter Year. Click Submit.

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Personal Information Student Financial Aid Employee

Search  Go

### Student Account

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[Account Summary](#)

[Account Summary by Term](#)

[Account Detail for Term](#)

[Statement and Payment History](#)

[Select Tax Year](#)

[Tax Notification](#) ←

[View Holds](#)

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Personal Information Student Financial Aid Employee

Search  Go

### Select a Tax Year

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Enter a Tax Year:  ←

←

## 5. View/Print 1098T Tax Form

Tax Notification - Windows Internet Explorer  
 http://prod-as.aamu.edu:9010/pls/PROD/bwtktbys.p\_store\_tax\_year

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 SUNGARD Self-Service Banner

Personal Information Student Financial Aid Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Tax Notification for Tax Year 2011

A representation of the Tuition Statement form 1098-T is shown below. This important tax information will be sent to you and furnished to the Internal Revenue Service. Select links on the reported amounts to review the associated detail.

Form 1098-T		2011	
<b>FILER's name, address, and contact phone number</b> Alabama A&M University 4900 Meridian Street Normal, AL 35762 United States of America (256) 3724894 Ext. 4894		<b>1 Payments Received</b> <b>2 Amounts Billed for qualified tuition and related expenses</b> 6,397.00	
<b>FILER's Federal Id</b> 636001097	<b>Student SSN</b> [REDACTED]	<b>3 Check if reporting method has changed for 2011</b> <input type="checkbox"/>	
<b>STUDENT's name - street</b> [REDACTED]		<b>4 Adjustments</b>	<b>5 Scholarships or Grants</b> 2,000.00
<b>Service Provider/Acct. No. (opt)</b>		<b>6 Adjustments to Scholarships</b>	<b>7 Check if box 2 includes amounts for academic period beginning January - March 2012</b> <input type="checkbox"/>
<b>8 Check if at least half time student</b> <input checked="" type="checkbox"/>		<b>9 Check if a graduate student</b> <input type="checkbox"/>	<b>10 Reimbursements from insurance contract</b>

Select links on the Tax Report Descriptions below to see additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.

Done Internet | Protected Mode: On 120%