



## Form 1098-T

### Comparison between Electronic & Mailed Form

Regent University students can choose to receive their IRS Form 1098-T through Genisys, a secure website. A paper copy will be mailed to the student's permanent address if he or she doesn't provide a consent for electronic delivery.

	Electronic Consent Form 1098-T	Traditionally Mailed Form 1098-T
What do I need to do?	<ul style="list-style-type: none"> <li>Log onto Genisys through MyRegent Portal.</li> <li>Go to Student Records and then to Electronic 1098-T Program.</li> <li>Choose "Yes," click Submit, and then click Confirm to activate your selection.</li> <li>You can now access your Form 1098-T through the Tax Notification link on the Student Records page of your Genisys account.</li> </ul>	<ul style="list-style-type: none"> <li>Verify your <b>PERMANENT</b> address is correct in Genisys.</li> <li>Your Form 1098-T will continue to be mailed to your <b>PERMANENT</b> address using the U.S. Postal Service.</li> </ul>
How will I know when my Form 1098-T is ready?	You will receive an email when your Form 1098-T is available for you to view and print through Genisys.	When you receive it in your mailbox.
When should I expect to receive my Form 1098-T?	Providing an exact date is not possible. Forms should be made available online, around January 17th.	Paper versions of Form 1098-T will be post-marked by Jan 31st to students not granting consent for electronic delivery. Delivery of paper forms will occur during the 1st week of February.
What if my address is incorrect?	Your official Regent University email address will be used to notify you when the Form is available.	If your <b>PERMANENT</b> address is incorrect you can change it by logging into Genisys. The address in effect as of December 31st will be used for mailing the form.
What if I didn't receive my Form 1098-T or if I lost it?	Not applicable. Your Form 1098-T will remain available online until your student access to Genisys expires or until you revoke your consent.	You may obtain a duplicate through your Genisys account.
What original Form 1098-T options are available to me?	Viewing online or print online at any time.	Paper mailed to your <b>PERMANENT</b> address using U.S. Postal Service.
What if I change my mind about the delivery method I chose?	You may revoke your consent for electronic delivery at any time. To ensure the delivery method you want is used for the current calendar year issue, update your submission through Genisys by December 31st.	You may give your consent for electronic delivery at any time. To ensure the delivery method you want is used for the current calendar year issue, update your submission through Genisys by December 31st.