Obtaining Your 1098-T

Kennesaw State University has contracted with Tab Service Company, a 1098-T provider. If you wish to retrieve your 1098-T online, please go to **www.tsc1098t.com**. Please follow these instructions:

1. Enter the site ID: 11458
2. Enter your User Name: Your KSU Student ID (include all 9 digits; ie 000xxxxxx)
3. Enter Password: Last 4 digits of your Social Security Number
    a. For security purposes, you will be asked to change your password.
    b. New password must be eight characters, at least 1 upper case letter, at least 1 numeral and at least 1 special character.
4. Agree to Online Consent.
    a. Please read the Online Consent Form for the requirements and specifications.
    b. We will email you when your 1098-T is available online. Your consent will apply to 2018 and subsequent years.
5. Once you consent, you will NOT be mailed a 1098-T and must return to the site to view or print a copy of your Form 1098-T for future tax years.
6. If you have any questions, please contact the Bursars Office at 470-578-6419 or bursars@kennesaw.edu.