



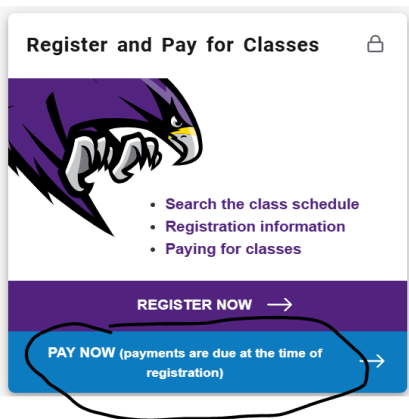
Consenting to a Paperless 1098-T

Heartland ECSI is Montgomery College's third-party provider for IRS Form 1098-T. To receive an electronic 1098-T instead of by mail, please consent to the paperless 1098-T option in [MyMC](#).

By consenting to receive an electronic version of your 1098-T form please understand that a paper copy of the form will not be mailed.

To consent to receiving your 1098-T form electronically, follow these steps:

- Log in to MyMC and click "Pay Now" on the Register and Pay for Classes card. You will be redirected to your student account page.



- Select Consents and Agreements from the menu on the right side of the home page

Announcement

READ THESE ANNOUNCEMENTS FIRST - Don't Use the Back Button.
Use the links and tabs to move around in MC Bill Pay and to get back to MyMC.

eRefund Accounts Set Up - eRefund accounts are not in place immediately!!! Setting up an eRefund account requires verification which can take up to 14 days. Your account must be verified before you will receive an eRefund. More Information and directions can be found on the MC website at: <https://www.montgomerycollege.edu/paying-for-college/payments/tuition-refunds.html>

Two-Factor Authentication for eRefund Accounts
Add an extra layer of protection to your eRefund account by signing up for two-factor authentication (2FA) by clicking on Security Settings under My Profile Setup.

Tuition Installment Plans
Use the Payment Plan tab at the top of this page to sign up for a new plan or to review an existing plan. Plan information can be found here on our website: <https://www.montgomerycollege.edu/paying-for-college/payments/options.html#tip>
Plans are set to AUTOMATICALLY process your payments on the scheduled due date and the due dates are fixed. Read and enroll carefully!!! Be careful not to pay your entire balance instead of just a single payment. We cannot refund payments made in error. Please note, if there are any changes made to your tuition/fee amount, your plan will be updated to reflect the changes. This means your monthly installment amounts could increase/decrease depending on if you add classes or make payments. It is the student's responsibility to remain current on their monthly installments. Check your MyMC account frequently.

Get Text Messages About Your Account
To opt-in for text messages, go to My Account, My Profile.. Add your phone number and start getting reminders on your phone.

Student Account ID: xxxxxx
Balance \$1,200.20
View Activity Make Payment

Statements
Your latest eBill Statement (11/6/20) Statement View Statements
Your latest 1098-T Tax statement 2020 1098-T Statement View Statements

My Profile Setup
Authorized Users
Personal Profile
Security Settings
Consents and Agreements
Electronic Refunds

Term Balances
Spring 2020 \$1,064.40
Summer II 2019 \$135.80

- You must opt in to receive your 1098-T electronically. If you have not opted in, the consent and agreement page will show that “you currently receive a paper copy of you 1098-T.”



Consents and Agreements

You currently receive a paper copy of your 1098-T.



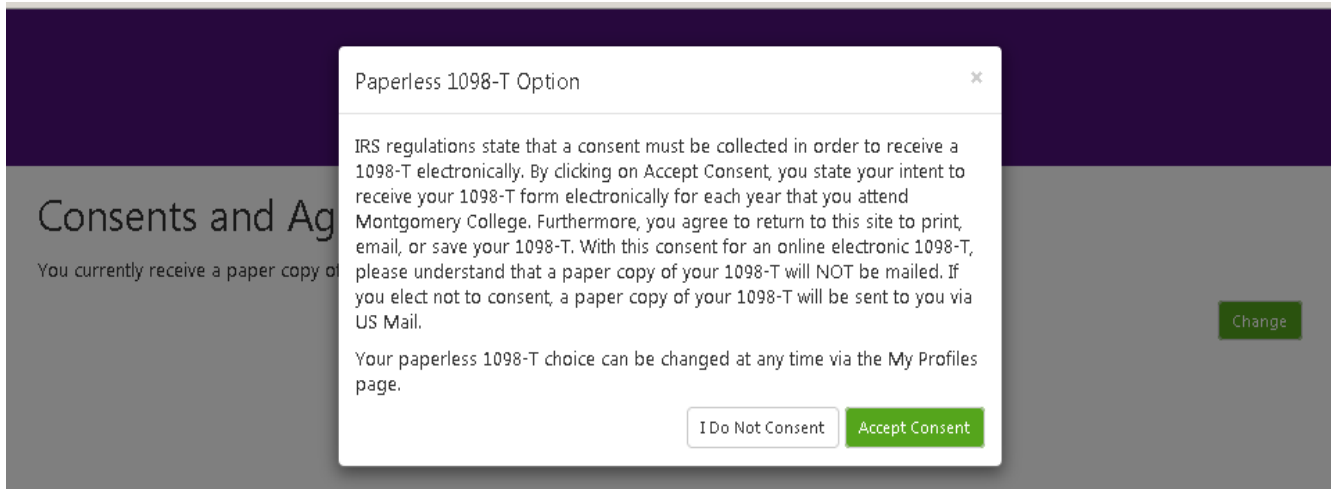
If you have not chosen an electronic 1098-T, it will state that you will receive a paper copy.

Change

- Click the green “Change” button -

Change

- A pop up will appear requesting your consent to go paperless. Please read the consent statement before accepting. You have the option of changing your paperless consent at any time by going back to Consents and Agreements and changing your option.



- Once you select “Accept Consent,” you will see the language change to “You have switched to paperless 1098-T.”



Consents and Agreements

You have switched to paperless 1098-T.

Change

- Your change to paperless is now complete. As noted above, you may change this setting and opt to return to a paper 1098-T at any time.

Please note: Montgomery College staff can confirm whether or not you are eligible to receive a 1098-T form and the information on your form. For additional information regarding your 1098-T or other tax matters please consult with a tax professional. If you have any questions regarding opting into a paperless 1098-T, you may direct them to 1098t@montgomerycollege.edu. Our standard response times are 24 to 72 hours but may be as long as week during peak tax and enrollment periods.