Print 1098-T

Instructions for printing a 1098-T are as follows:

> Note: Make sure that internet pop-up blocker is turned off.

1. Go to the following website: http://www.southeastern.edu/leonet/
2. Click on LEONet--STUDENTS
3. Logon using your W# and password and click on "SIGN IN"
4. Click on "Self Service"
5. Click on "Campus Finances"
6. Click on "View 1098-T"
7. Click on "Tax Year" to view and print 1098-T

View Account Activity

Instructions for looking at the information that was reported on the 1098-T are as follows:

1. Go to the following website: http://www.southeastern.edu/leonet/
2. Click on LEONet--STUDENTS
3. Logon using your W# and password and click on "SIGN IN"
4. Click on "Self Service"
5. Click on "Campus Finances"
6. Click on "Account Inquiry"
7. Click on "Activity"
8. Click on "Term" to "All Terms"
9. Change Date to 01/01/XX – 12/31/XX
10. Add up all charges (tuition, textbook rental, lab fees, and ID fee) posted to account between these dates. (ELIGIBLE EDUCATIONAL EXPENSES ONLY)

For further information on the 1098-T form, call the **Southeastern Controller's Office**, 985-549-2068 or 1-800-222-SELU.

> Email: Controller@selu.edu

> Mail to: Southeastern Louisiana University
> SLU 10720
> Hammond, LA 70402

> Physical Address: North Campus – Main Annex Building
> 900A West University Avenue
> Hammond, LA 70402