1098-T tax forms will be available to eligible students by January 31 each year for the previous calendar year.

Franklin Pierce University partners with ECSI in order to produce our annual 1098-T tax information.

For students who have opted-in to receive their 1098-T online in a prior year or before December 31st of this year, you should receive an e-mail from ECSI with retrieval instructions when the form is available to view/print from their site.

If you have not completed electronic opt-in through ECSI and would like to receive notification of when your form will be available to retrieve online, please complete the step-by-step instructions below. **If you have completed the opt-in process in a prior year, you do not need to complete it again.**

To give consent to receive your 1098-T form electronically, follow the simple instructions below to sign up!
- Visit https://heartland.ecsi.net/index.main.html#/access/eConsent
- Follow the step-by-step instructions on the web form.
- Check the box and click submit.

Any students that have not opted-in to receive their 1098-T form electronically will receive the form by mail to their home address on file. As forms may not be mailed until January 31st, it is possible they will not be received by mail until the 1st week in February. It is critical that you keep your contact information with the school up-to-date for important mailings such as this. If you need to update your address or phone number, please contact the Registrar's Office for instructions.

Electronic opt-in is the quickest way to retrieve your 1098-T tax form, however, you still can retrieve any of your published 1098-T forms directly from the ECSI website, you simply won't receive an e-mail notification as to when they are available.

If you have any issues completing electronic opt-in or retrieving a form from the ECSI website, please visit https://heartland.ecsi.net/index.main.html#/access/FAQtaxDocuments to obtain contact information for ECSI. You will be unable to access the most current 1098-T form before it is published in January.

<u>**PLEASE NOTE: The Franklin Pierce University school code is AI**</u>
This code may be required when calling ECSI for assistance or when utilizing the ECSI website

If you have any questions regarding the financial information provided on your 1098-T form, please contact Student Financial Services directly.

*****Neither ECSI nor the University can answer tax questions, a tax professional should be consulted for any such questions.*****

For instructions to retrieve your 1098-T tax form(s) electronically, please view the ECSI 1098-T Retrieval Instructions.