

## 1098T Tax Documents Retrieval

Colgate Rochester Crozer Divinity School provides 1098T tax documents annually in compliance with IRS regulations. IRS regulations require CRCDS to complete 1098T tax documents for those students who are taking for credit courses only. Students will receive a tax document in the mail unless they opt for an electronic version of the form.

Students who enroll in certificate programs or audit courses will not receive a tax document, in compliance with IRS regulations. If you require a document for tax preparation, please contact the office of student accounts for an annual statement of your student account activity.

To retrieve a copy of your tax document, please enter or copy into your browser the following website link: <http://ecsi.net>. Follow the instructions below:

- Select the box on the screen labeled “Students”
- Select the box on the student page labeled “View tax information”
- If you have previously logged in and have the school code and your password, enter them in the appropriate boxes along with your social security number.
- If you need to log in for the first time or do not remember the required information: look past the log in block, down the page for the question: How can I get my login information if I do not know it? Select “Click here” to retrieve your log in credentials.
- Enter the requested information.
- Click on submit.
- Your log in credentials – school code and password will be displayed.
- Return to the log in page – enter your retrieved credentials and follow the prompts.