Tips for Downloading Your 1098-T

Please click on the appropriate section below to configure your browser settings.

NOTE: For all browsers, if the 1098-T form displays but with no information showing in the boxes, download and save the form to your computer and then open with Adobe Reader. Look for a yellow bar across the top of the form that may have a button to click in order to view the form contents.
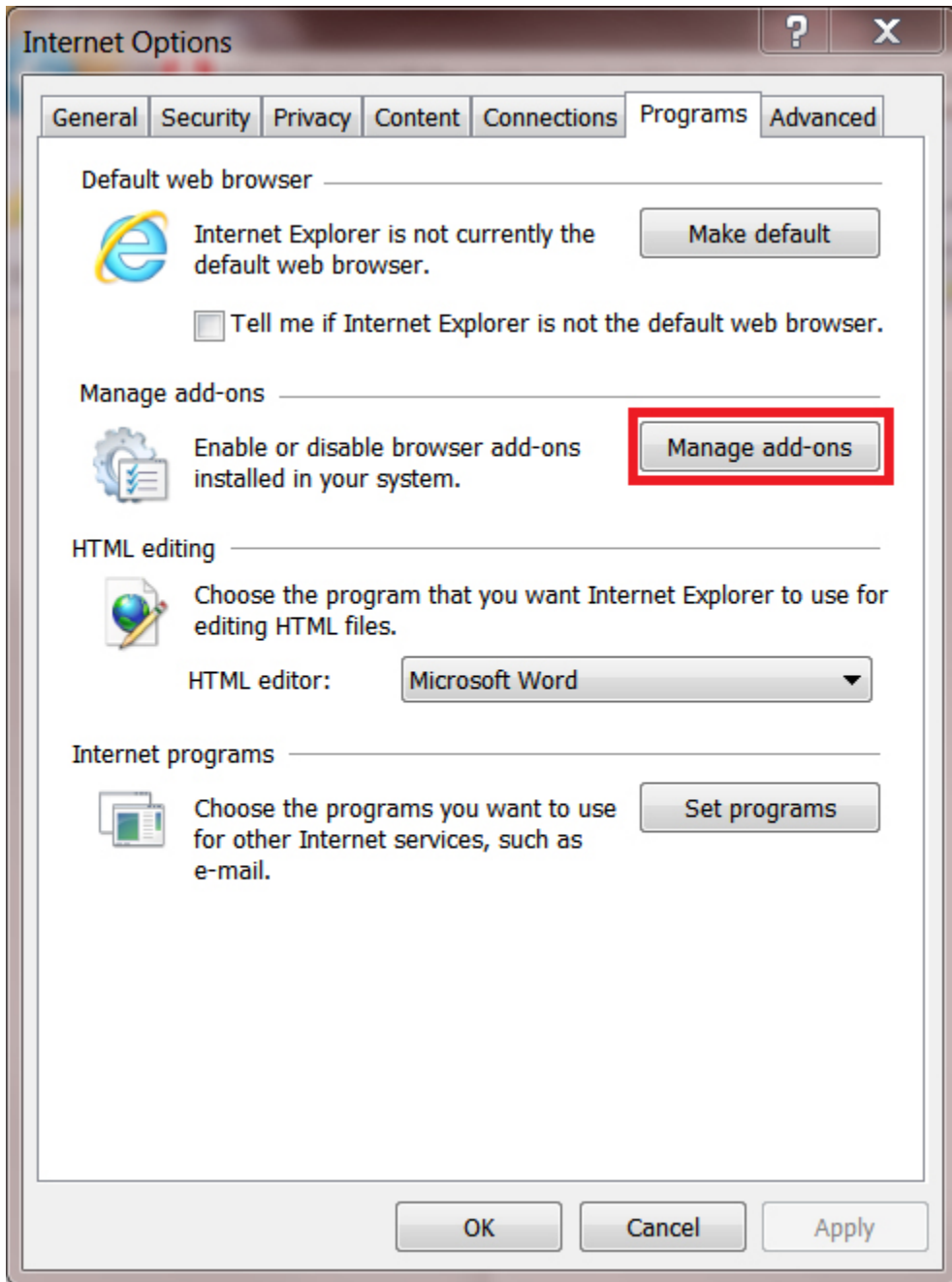
Internet Explorer

Firefox

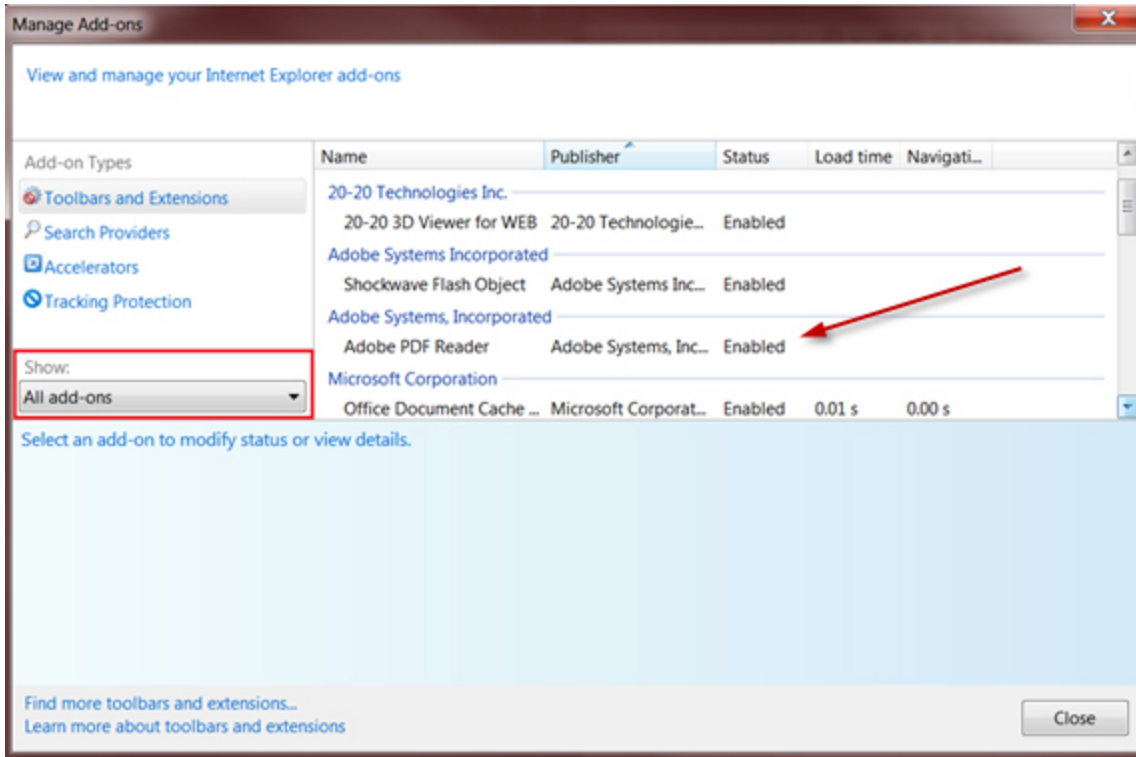**Chrome**

Safari

Adobe Reader

Viewing PDFs in Microsoft Internet Explorer

⚠️ Please note that this information is subject to change without notice and does not imply a statement of support for any particular browser, reader, or version. Your browser's help or documentation may be more current, and will always supersede this information. As browsers frequently change, you may wish to test configuration options on the latest versions commonly used by your institution and students.

1. Click the *Tools* menu and select *Internet Options.*
2. Click the **Programs** Tab, and then click the **Manage add-ons** button.

3. In the Show box, select **All add-ons** or **Add-ons that have been used by Internet Explorer**.
4. Scroll through the list until you find Adobe PDF Reader.
5. Make sure the status is *Enabled.*

6. If Adobe PDF Reader is not visible, you will need to download the latest version of Adobe Reader.
7. When opening the 1098-T document, you may be prompted with the Protected View confirmation.
8. Select the **Options** button and click **Trust this host always**.
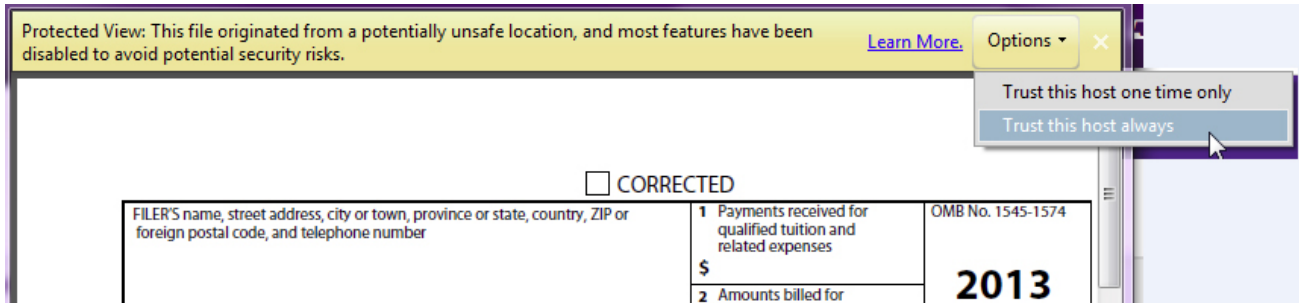
9. If the 1098-T statement still displays blank, save the file to the hard drive and open it using Adobe Reader

Viewing PDFs in Mozilla Firefox

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First, ensure the Adobe PDF browser add-on, *nppdf32.dll,* is enabled.

1. In the Firefox URL address bar, enter **about:plugins**.
2. Scroll to the Adobe Acrobat section and ensure the **State:** is *Enabled.*
3. If you cannot find this entry, you will need to install the latest version of Adobe Acrobat Reader.
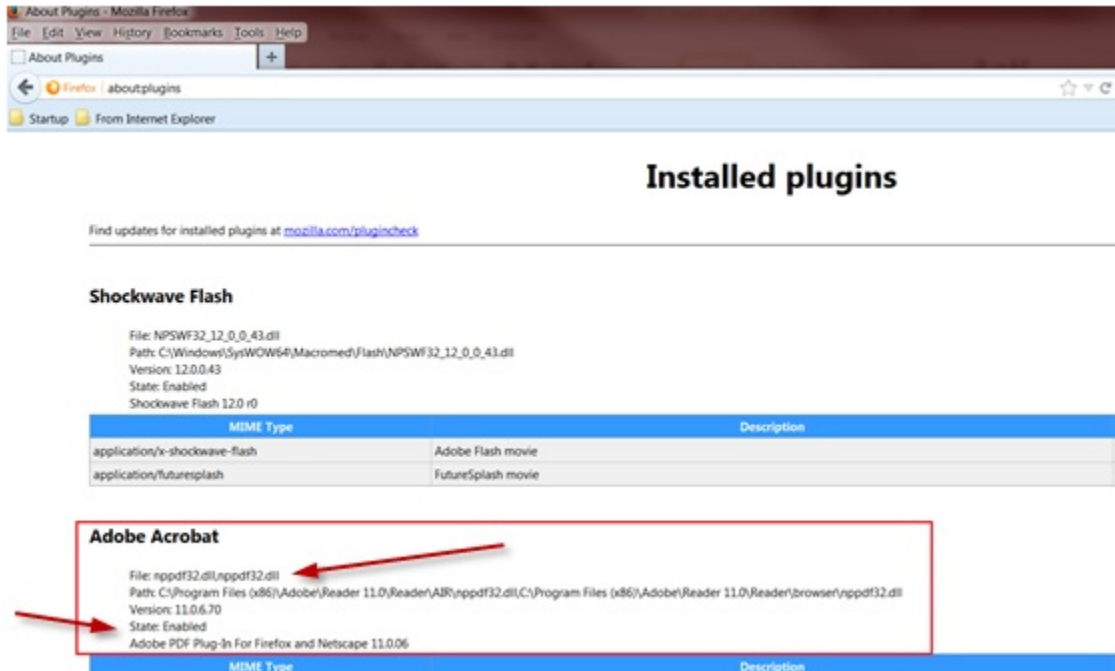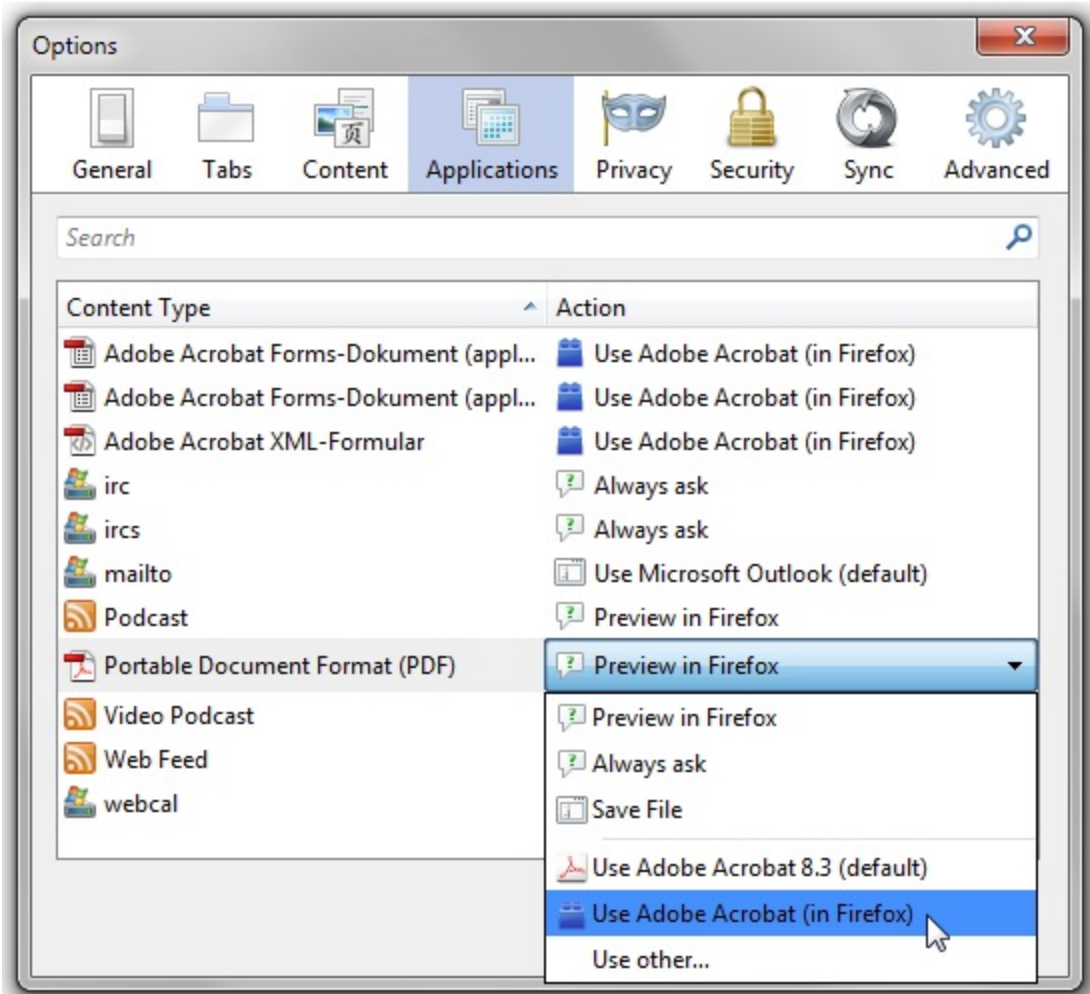

4. Next, at the top of the Firefox window, click the Firefox button and select **Options**.
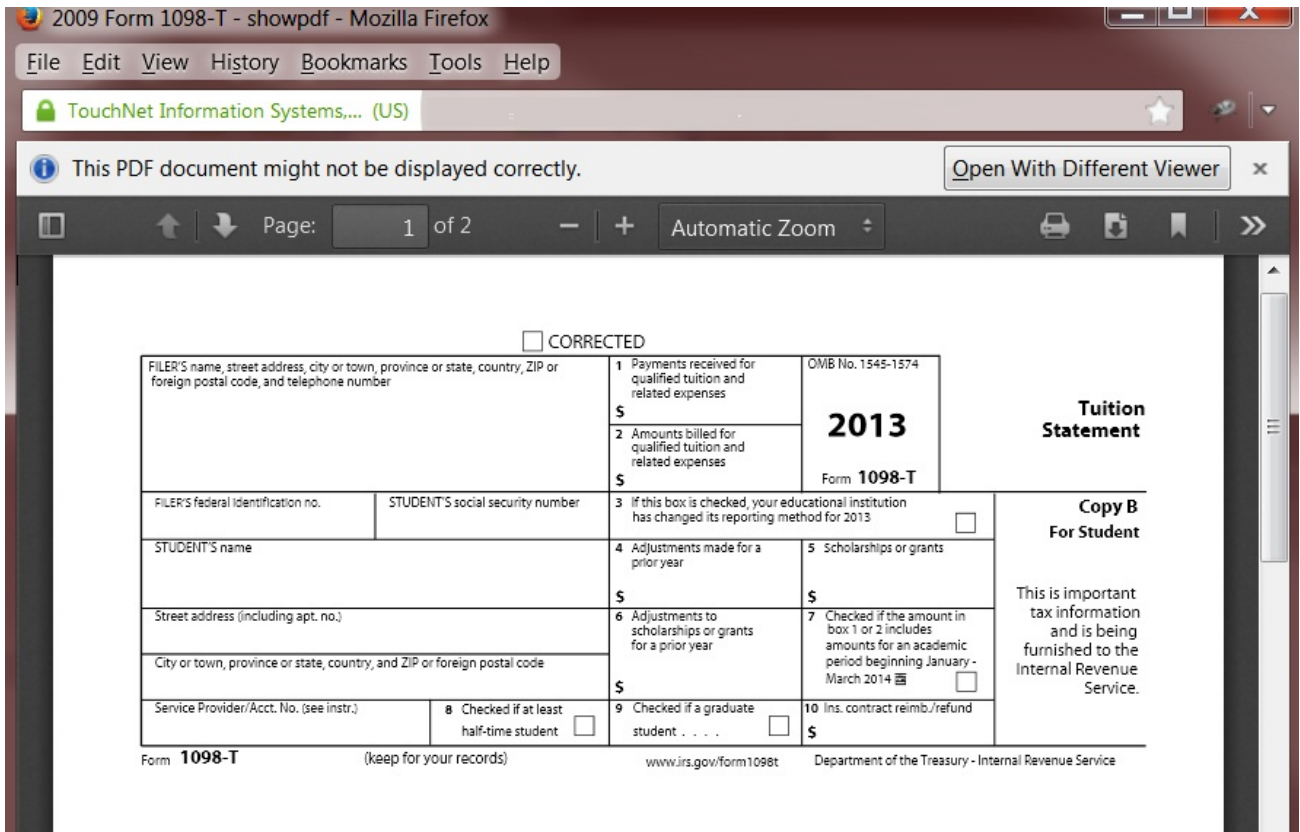
   Alternatively, if your Menu bar is visible, click **Tools** and select **Options**.
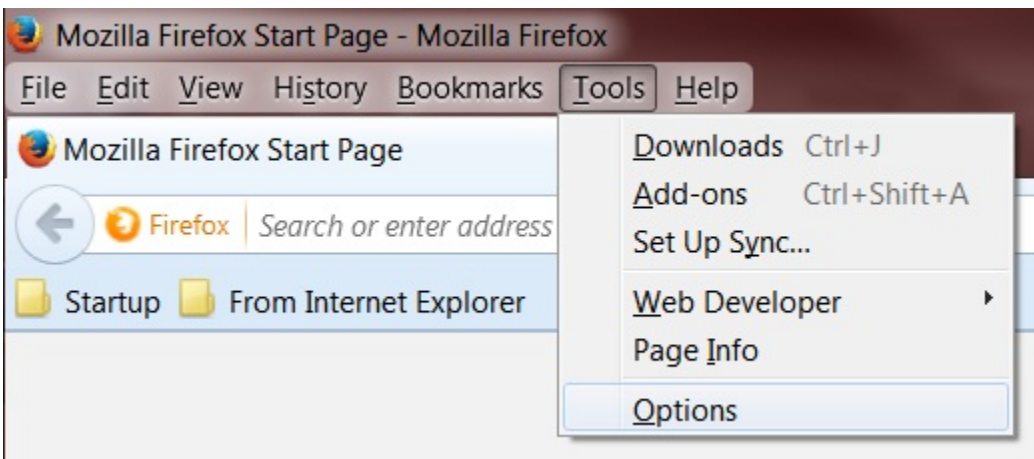
5. Select the **Applications** Panel and find **Portable Document Format (PDF)** in the Content Type list.
6. Click the drop-down arrow in the Action column for this option and select **Use Adobe Acrobat (in Firefox)**.

7. At this point, some users may find that the 1098-T statement still displays with no data.

8. If this occurs, click the **Open With Different Viewer** button and select Adobe Reader (default).
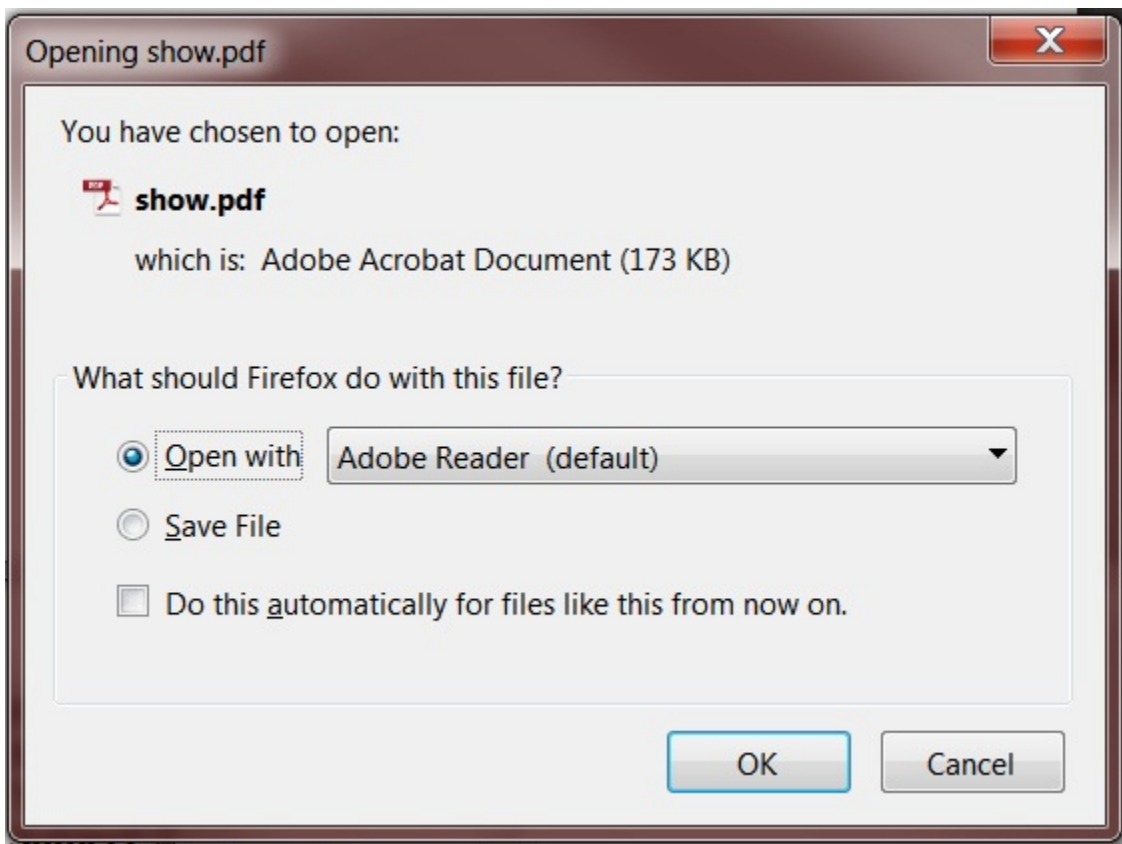

9. When Adobe Reader opens, click **Enable All Features** as shown on the page for Adobe resources.
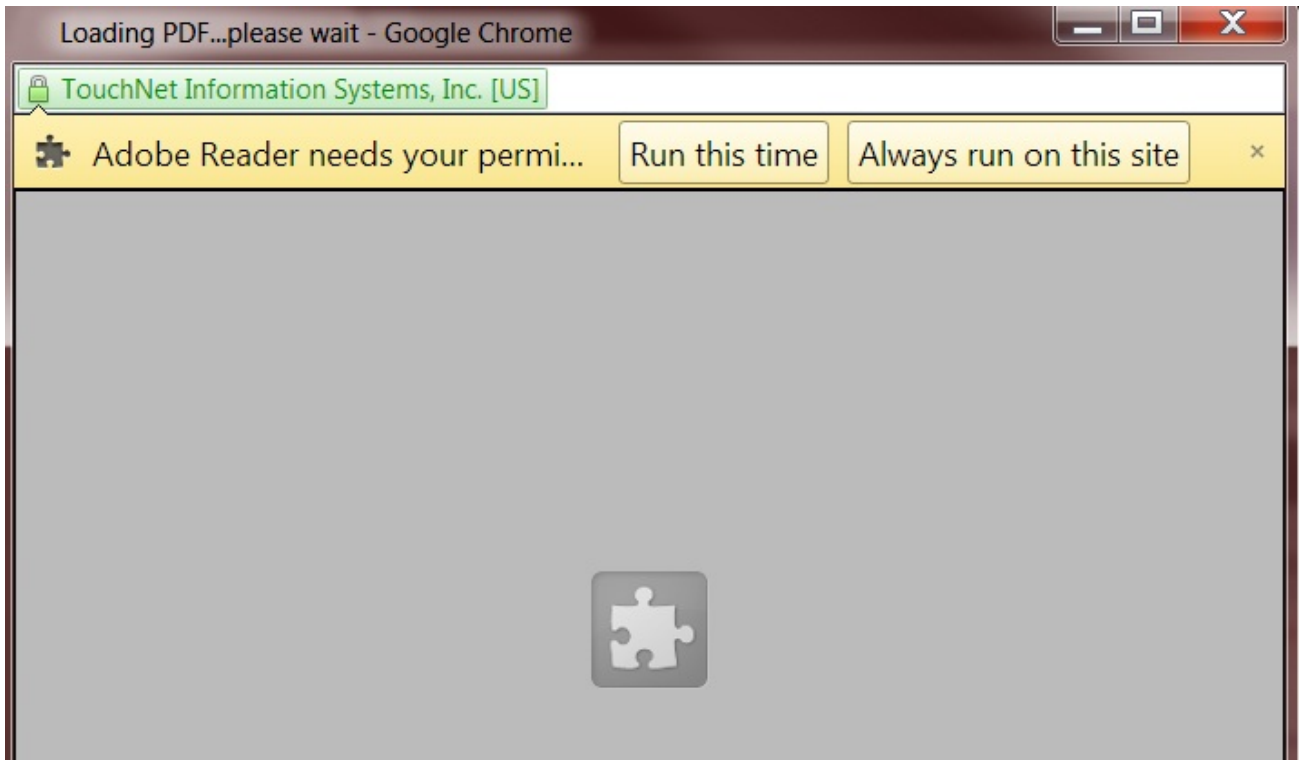
Viewing PDFs in Google Chrome

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1. In a Chrome browser URL/address bar, enter **chrome://plugins**. The screen shown below will display.
2. Select the *Enable* link for Adobe Reader.
3. The Chrome PDF Viewer should automatically disable, but if it does not, click it *Disable* link.
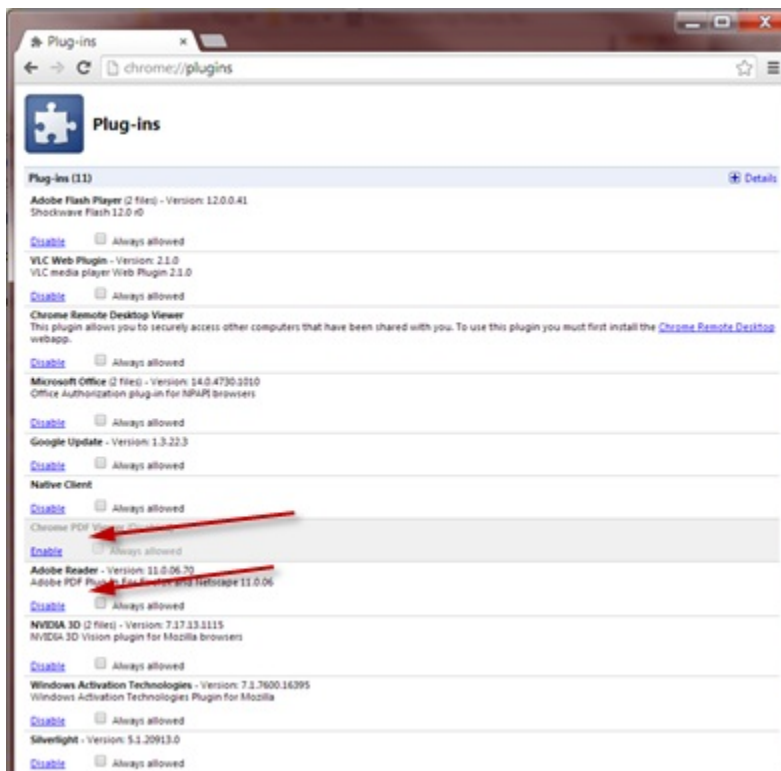
4. You may be prompted for your permission to load the file. If so, click the **Always run on this site** button.

5. Alternatively, you may see the Protected View prompt. Click **Options**, and select **Trust this host always**.
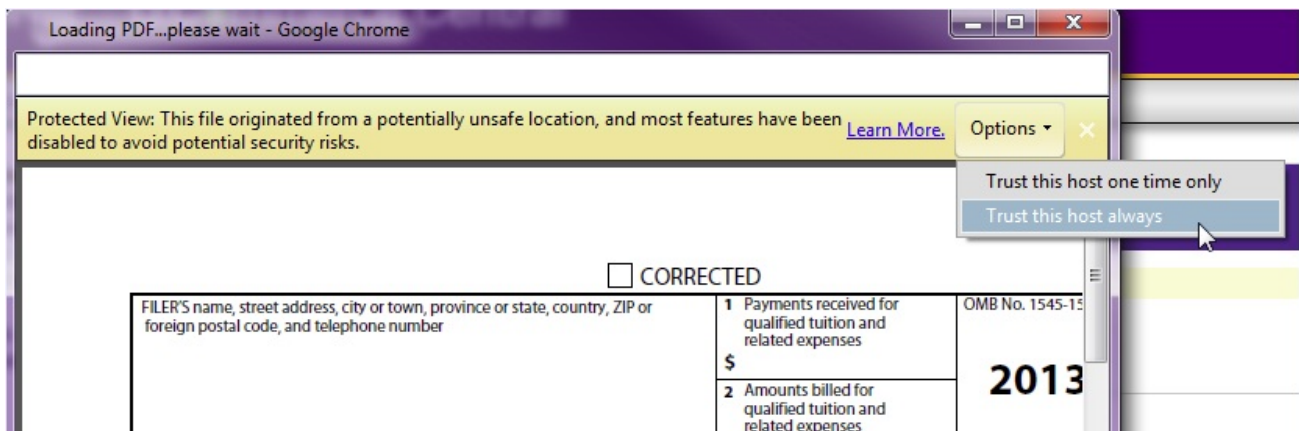
6. If the 1098-T statement still displays blank, save the file to the hard drive and open it using Adobe Reader.

Viewing PDFs in Apple Safari

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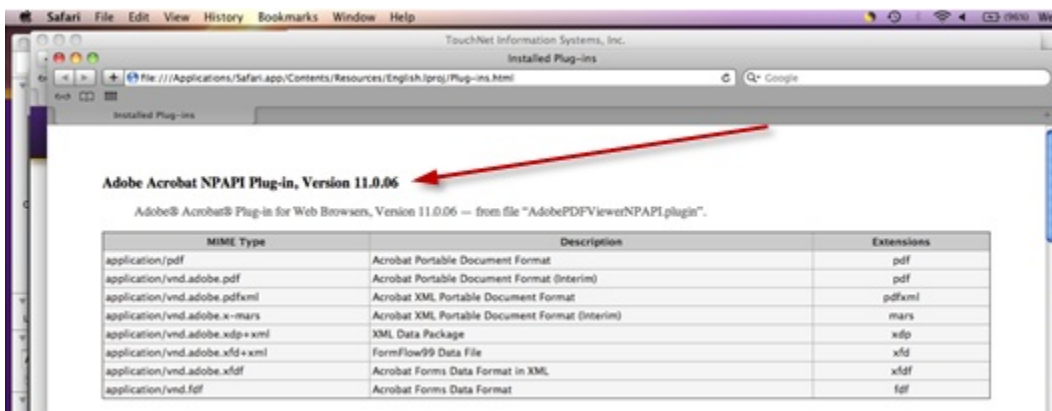
1098-T statements cannot be viewed using the Apple Preview PDF Viewer. Users must download Adobe Acrobat Reader and set it as the default PDF viewer.
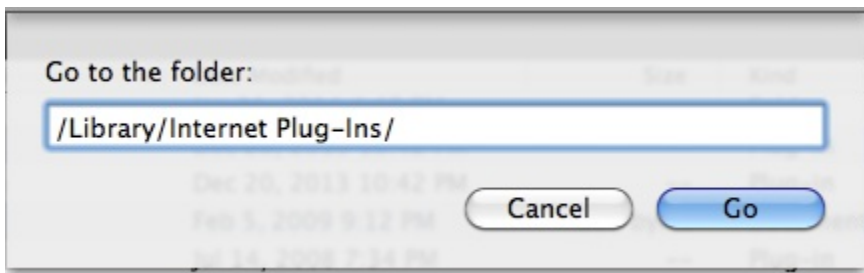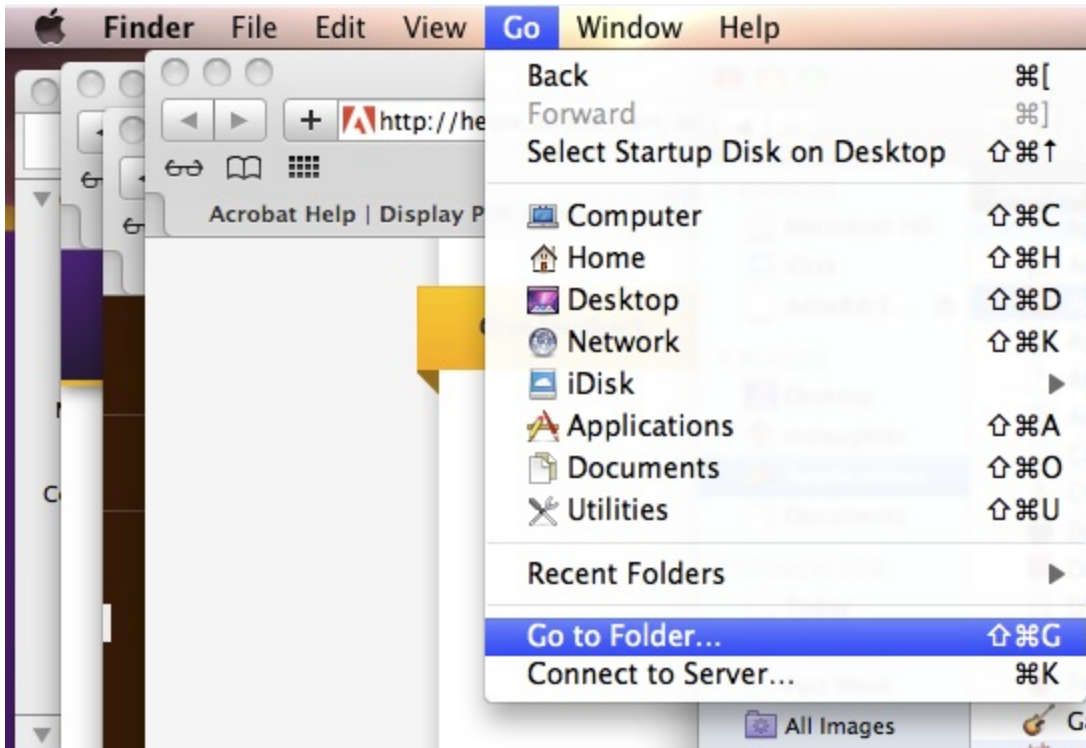
Verify the Adobe Plug-In

1. Open Safari and go to *Help > Installed Plug-ins*.
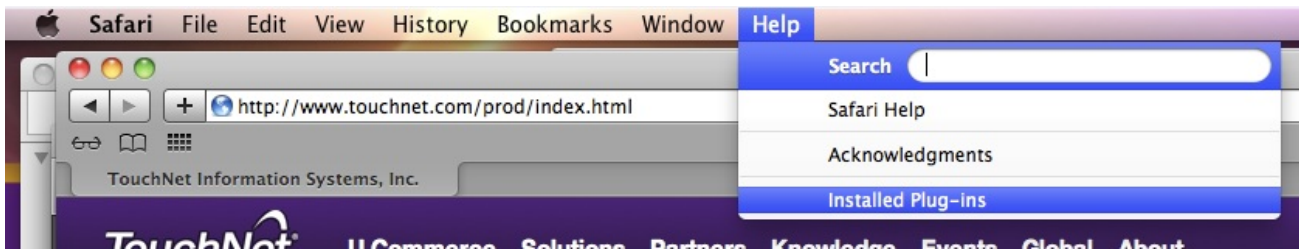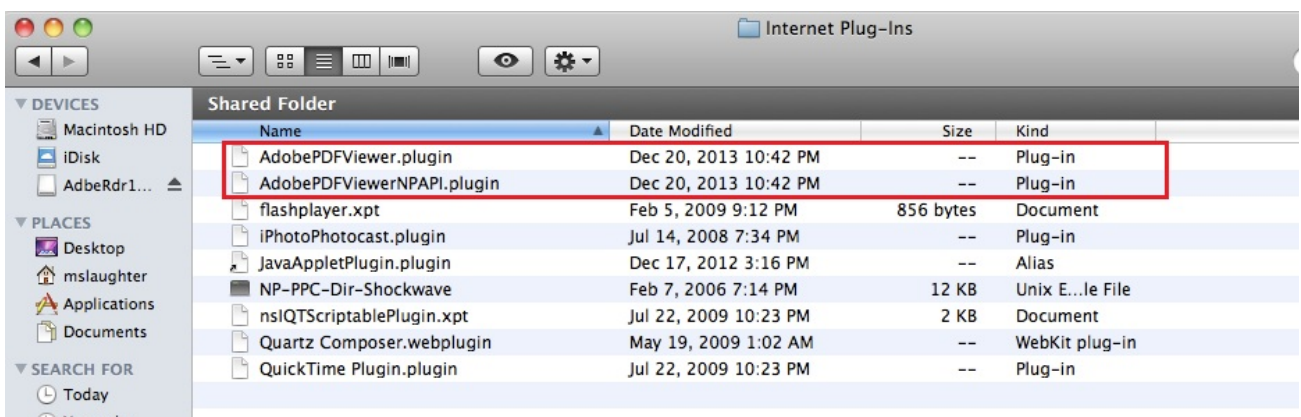

2. Confirm that Adobe Acrobat appears in the list of installed Plug-Ins

3. Open Finder and select *Go > Go to Folder*.
4. In the Go to the Folder field, enter */Library/Internet Plug-Ins/*.

5. Confirm that the AdobePDFViewer.plugin and AdobiePDFViewerNPAPI.plugin files appear in the list.

6. If the plugins are not listed, reinstall Adobe Reader.

Viewing the PDF

After the plugins are properly installed, some users may find that 1098-T statements display with no data.

☐ CORRECTED

FILER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone number	**1** Payments received for qualified tuition and related expenses $	OMB No. 1545-1574	**Tuition Statement**
	2 Amounts billed for qualified tuition and related expenses $	**2013** Form **1098-T**	
FILER'S federal identification no.	STUDENT'S social security number	**3** If this box is checked, your educational institution has changed its reporting method for 2013 ☐	**Copy B For Student**
STUDENT'S name	**4** Adjustments made for a prior year $	**5** Scholarships or grants $	This is important tax information and is being furnished to the Internal Revenue Service.
Street address (including apt. no.)	**6** Adjustments to scholarships or grants for a prior year $	**7** Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2014 ▶ ☐	
City or town, province or state, country, and ZIP or foreign postal code			
Service Provider/Acct. No. (see instr.)	**8** Checked if at least half-time student ☐	**9** Checked if a graduate student . . . . ☐	**10** Ins. contract reimb./refund $

Form **1098-T**   (keep for your records)   www.irs.gov/form1098t   Department of the Treasury - Internal Revenue Service

If this occurs, the user should hover the cursor over the displayed 1098-T statement until these menu options appear:

The user then may either:

- Click the Open PDF in Preview option.

Or

- Click the Save PDF to download folder option, and then search for the downloaded file.

Viewing PDFs in Adobe Reader

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Version Requirement

Adobe Reader 8.0 or newer is required to view 1098-T tax statements.

Required Setting: Enable All Features

To view 1098-T statements In Adobe Acrobat Reader, a user must click **Enable All Features**.
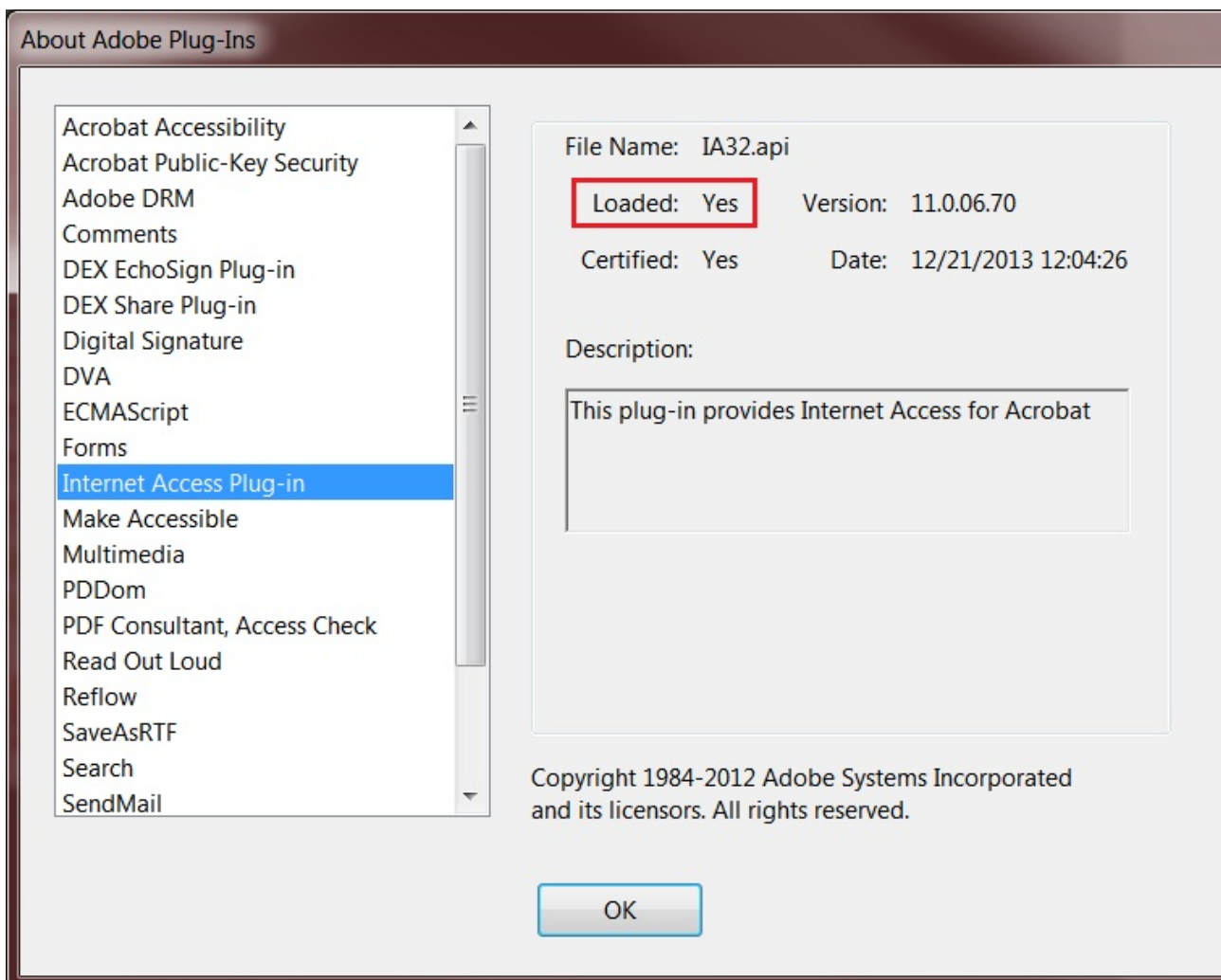

Plug-In Installation

Users who have difficulty viewing PDFs in a browser should verify that the Adobe Plug-in has been installed successfully and enabled.

For Windows:

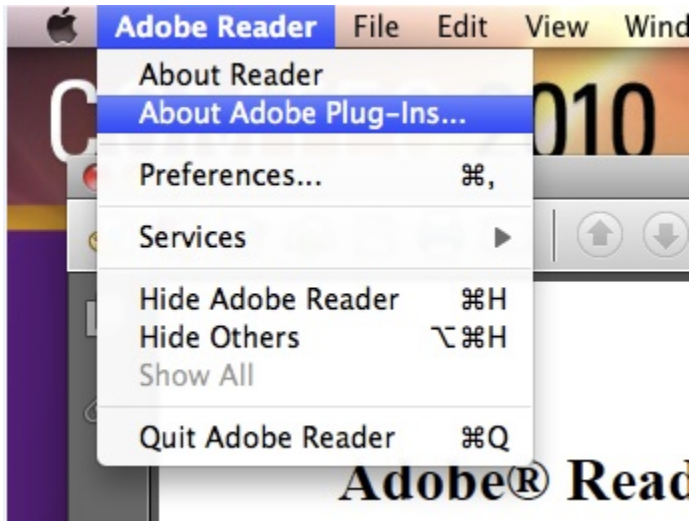1. Select *Help > About Adobe Plug-Ins…*
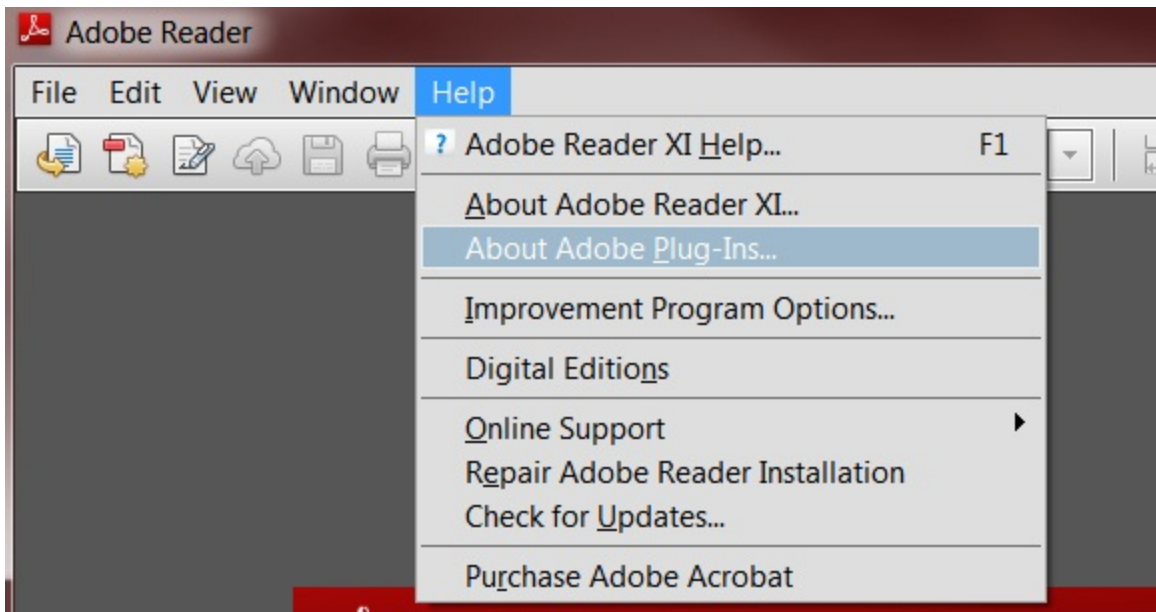
2. Select the **Internet Access Plug-in** option. Ensure that the API Loaded status is **Yes**.
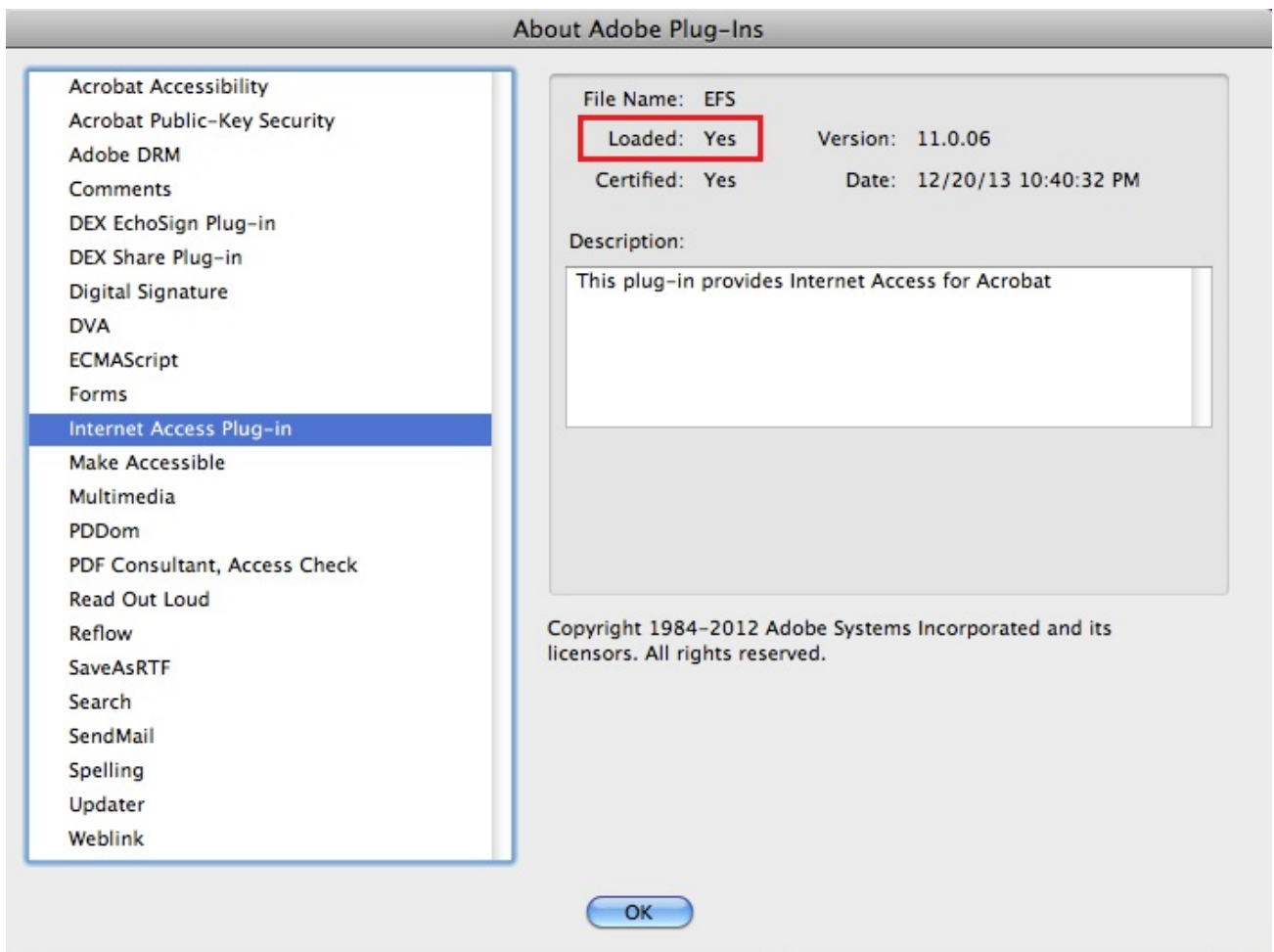

For Mac:

1098-T statements cannot be viewed using the Apple Preview PDF Viewer. Users must download Adobe Acrobat Reader and set it as the default PDF viewer.

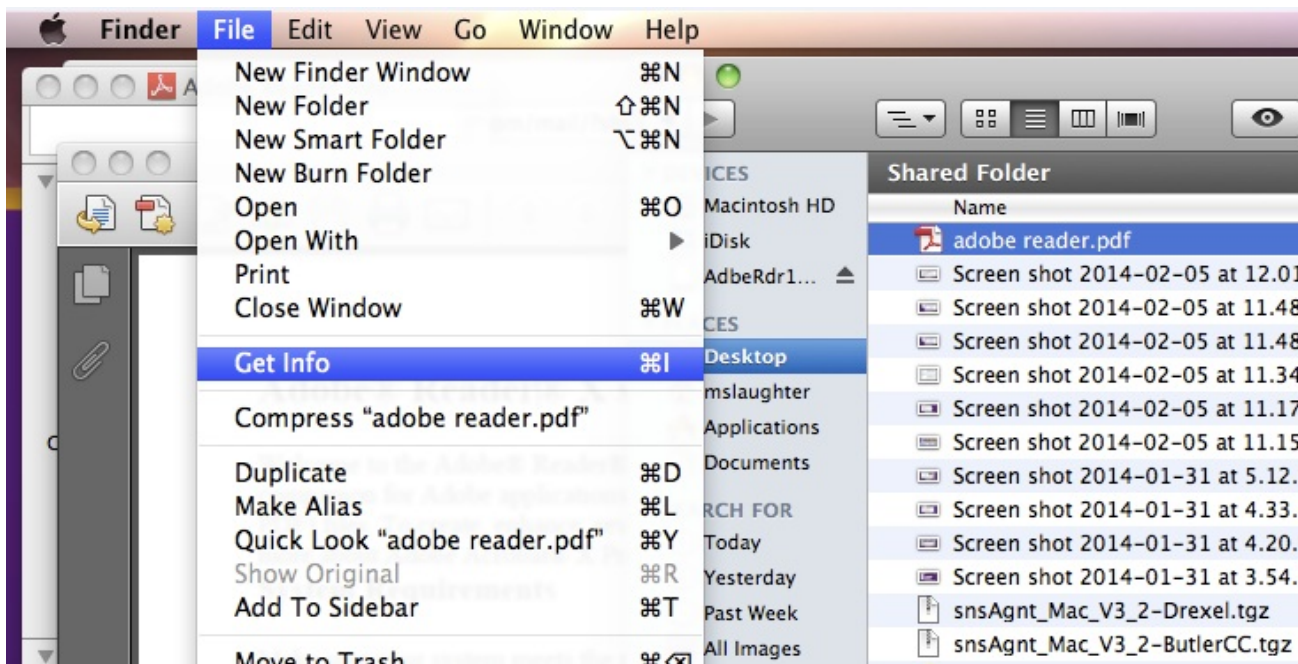1. Open Adobe Reader and select *Adobe Reader > About Adobe Plug-ins…*

2. Select the **Internet Access Plug-in** option. Ensure that the API Loaded status is **Yes**.
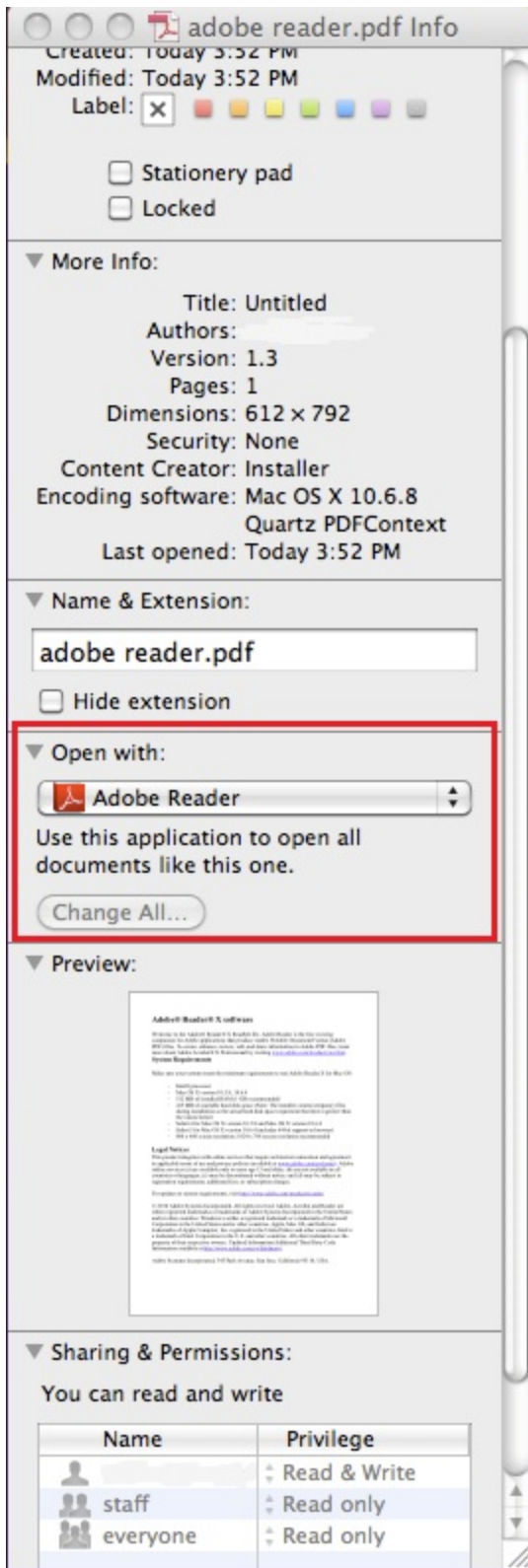

Set Adobe Reader as the default PDF reader

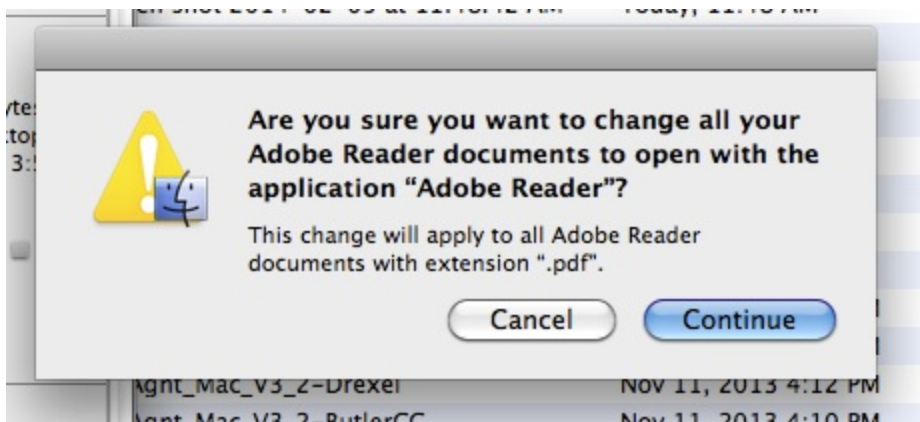1. Open the Finder and select a PDF file.

2. Select the PDF file and select *File > Get Info*.

3. Click the arrow to the left of Open With to expose the application list.
4. Choose either Adobe Acrobat or Adobe Reader from the application list.

5. Click the Change all button to save the changes.
6. When asked if you want to change all similar documents, click Continue

Additional helpful links from Adobe:

Acrobat Help : Can't View PDF on the web

Acrobat Help : Troubleshoot Safari plug-in | Acrobat X, Reader X

Acrobat Help : Display PDF in browser | Acrobat, Reader XI