
1098-T Information

Form 1098-T is used as a guide in the preparation of your taxes. Its purpose is to assist you in determining your eligibility for an education tax credit. For more information on Education Tax Credits, visit the IRS website: [About Publication 970, Tax Benefits for Education | Internal Revenue Service \(irs.gov\)](#).

Current Students - Access via myPennWest

1. Login to my.PennWest.edu
2. Click on Student Accounts Portal in your Student Quick Links tile
3. Click View Statements next to “Your Latest 1098-T Statement”
4. Click the View Button next to 2024
5. Highlight the radio button next to 2024-1098-T
6. Click **View**

If you have not given consent to receive electronic 1098-T tax information, your form will be mailed to the permanent address on file. Statements will be mailed on January 31. If you previously consented to receive your 1098T electronically and would like to revoke this authorization and receive a paper form in the mail, please make this request in writing from your PennWest email account to studentaccounts@pennwest.edu.

If you need to view a form from 2021 or earlier you **will** need to follow the instructions on the next page to set up an ECSI account and contact ECSI to get your Heartland Key for California, Clarion or Edinboro University.

If you would like your authorized user to have access to this statement, you will need to edit your settings to give them permission.

IMPORTANT Mailed payments received after December 20, 2024, will not be counted on your 2024 1098-T as they will not be posted until January 2, 2025. Payments made **online** through your Student Accounts Portal through December 31, 2024, will be posted at the time the payment is made and will be counted for your 2024 1098-T.

1098-T Corrections

If you have any questions regarding the financial information on your 1098-T, please contact the Clarion 1098-T response line directly at 814-393-1521.

Note: You must allow “pop-ups” to view and print your tax forms. For information on enabling browser pop-up windows, go to the last page of this document.

Note: Our office is unable to give any advice about filing taxes; please contact the IRS or your tax advisor with questions about taxes.

Former Students - Access via Heartland ECSI

Please make sure you are using **Pennsylvania Western University** as your school.

The IRS Form 1098-T, Tuition Statement, is available online at [Heartland ECSI](#). Please contact Heartland ECSI at 866-428-1098 for questions regarding viewing or printing your tax form. If you have not given consent to receive electronic 1098-T tax information, your form will be mailed on January 31 to the permanent address on file with the university.

Viewing your 1098-T Tax Form

- Go to: <https://heartland.ecsi.net/index.main.html#/access/signIn>
- **If you have not already registered for an account, create an account under “Register” on the right side of the page.** If you already have an account, go to next page.
 - Step 1
 - Choose a username (the system will tell you if the name is available)
 - Create a password of your choosing.
 - Click “Continue”
 - Step 2
 - Enter your contact information requested.
 - Click “Continue”
 - Step 3
 - Enter your address.
 - Click “Continue”
 - Step 4
 - Create 3 Security Questions and Answers
 - Click the “I’m not a robot” box.
 - Click “Save your profile.”
 - The system will take a minute or so to save but a successful completion will result in a return to the home page with a green message at the top. “Congratulations! You have successfully created your user profile. Please sign in to connect and access your accounts.”
 - You will also get an email confirmation from ECSI confirming the creation of your Easy Path account, note that the Heartland Key in the email is an example not your actual Heartland Key.
- Follow the instructions below to access your form. If you have already registered for an online account, enter your username and password on the left side under “**Sign In**”
 - Enter your username and password
 - Click “Continue”
 - Next click a method to receive your verification code (Text, Automated Call, or Email)
 - Click the “I’m not a robot” box.
 - Click “Send Verification Code”
 - Enter the verification code you receive.
 - Click “Continue”

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- Click the Blue Plus Sign to Connect an Account to your profile. (**School=Pennsylvania Western University**)
 - To find your heartland key account:
 - You will need to call ECSI at 1-866-428-1098
 - There may be an extended wait, but the system does offer an opportunity to save your place in line and be called automatically when it is your turn.
 - Once you have connected your account, you will not need to do these steps again.
 - Next click on your Heartland Key under “Tax Documents and Information” below your school’s name.
 - Any tax forms available for your school will be displayed here.
 - Select 'View/Print Statement' next to the desired form to view.
 - If you are looking for prior year forms, click on the history tab.

Note: You must allow “pop-ups” to view and print your tax forms. For information on enabling browser pop-up windows – See Next Page for instructions.

To Disable Pop-Up Blockers on most common web browsers.

Google Chrome

1. Open the Chrome menu at the top right.
2. Select Settings.
3. Select Privacy and Security in the left side menu.
4. Select Site Settings.
5. Select Pop-ups and redirects.
6. Select Add next to Allowed to send pop-ups and use redirects.
7. Input the specific page URL and select Add. <https://heartland.ecsi.net/index.main.html#/access/signIn>

Firefox

1. From the Firefox menu, select Preferences.
2. Select Privacy & Security from the left-side menu.
3. Under Permissions, select Exceptions next to Block pop-up windows.
4. Input the specific page URL. <https://heartland.ecsi.net/index.main.html#/access/signIn>
5. Select Save Changes.

Safari

1. From the Safari menu, select Preferences.
2. Select Pop-up Windows from the left side menu.
3. From the when visiting other websites drop-down menu, select Allow to allow all pop-ups from all websites.
4. Alternatively, you can select Block and Notify to receive a notification whenever a pop-up has been blocked. From there, you'll have the option to allow exceptions as needed.

Edge

1. Open the main menu at the top right of the window.
2. Select Settings.
3. Select Cookies and site permissions.
4. Select Pop-ups and redirects.
5. Next to Allow, select Add.
6. Enter the specific page URL. <https://heartland.ecsi.net/index.main.html#/access/signIn>
7. Click Add.

***Close the browser and re-launch it again after adding <https://heartland.ecsi.net/index.main.html#/access/signIn> to allow pop-ups**