

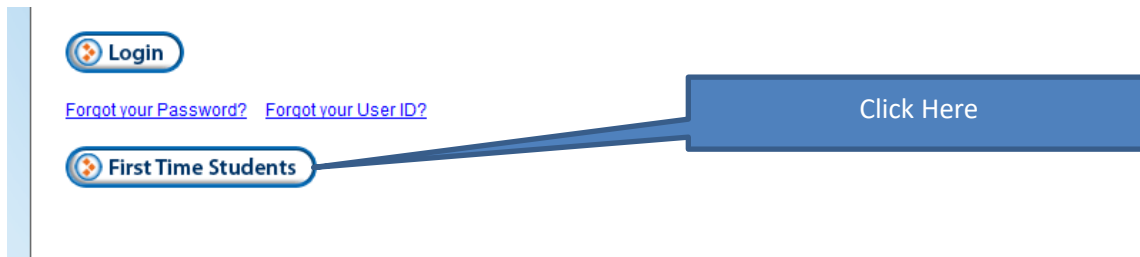
# Directions for Students to Retrieve 1098-Ts Electronically

Bentley University has contracted with Maximus Federal, to process your 1098-T. As part of this service you have access to your 1098-T electronically through the Maximus TRA website. A paper copy will also be mailed to your home address.

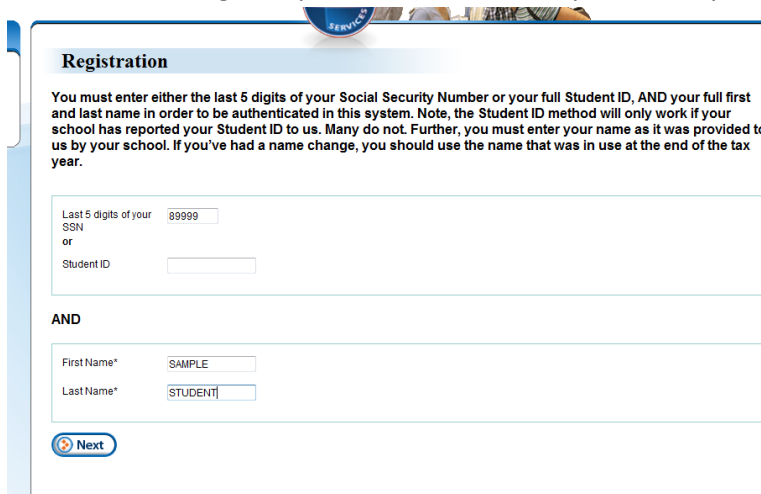
Accessing your 1098-T is easy- simply click on this link or type into any browser: <https://tra.maximus.com/>  
Click on “First Time Student” and follow the instructions.



Bentley Students are all First Time Students on Maximus – Click the “First Time Students” button.



1. Enter the last 5 digits of your SSN (DO NOT use your Bentley ID, it was not reported to Maximus)



## -Didn't find any results?

-Your SSN is not on file at Bentley – Contact the Student Financial Services Office at 781-891-2162, DO NOT e-mail your SSN. We will update into your student record on Workday and Maximus, then you'll be able to access your 1098T.

## -SSN recognized

Record was found for you, you'll get the following message and boxes – Fill in the boxes to create your user account. (Note: Only one account per email address is allowed.)

1098-T forms have been found for you. In order to review your forms you must complete your registration and login. Fill out additional information below.

By accessing this site and creating an account, I am representing that I am authorized to access this information and any misuse of the information herein will be prosecuted under applicable privacy laws. I understand that I am not to share my login credentials with anyone and doing so may put my personal information at risk.

E-mail Address

Verify E-mail Address

Create User ID  Your User ID is not case sensitive and must be at least 3 characters and no more than 25. For security reasons, please choose a User ID that is secure and easy for you to remember.

[Complete Registration](#)

Then Click Here

## 2. You should receive the following success message –

**Success**

You have successfully created your account. You will be receiving an e-mail shortly with your temporary password and instructions on how to activate your account.

Please remember to keep track of your user id and do not share it with others.

Your User ID is **studentsam01**

Close this browser window and go to your e-mail. Use the link and default password in the e-mail, from TRA Customer Service, to complete activation of your account. If you have not received an e-mail within 15 minutes, check your spam or junk mail folders for this e-mail.

## 3. Go to your email and retrieve your default password. The email comes from "TRA Customer Service" If you don't get the email, look in your "SPAM" or Junk Mail or Quarantine folders.

TRA Customer Service <TRA\_Customer\_Service> 10:38 AM (2 minutes ago) ☆

to me ▾

Dear Sample,

Thank you for creating an account in the TRA system. Your temporary password is **\$#7m\_d11**

Please click the link below to log in and complete your account creation. You may either select the link or copy the entire link and paste it into the address or location line of your Web browser. Make sure you copy and paste the entire link.

## 4. Click on the link provided in the email (If clicking doesn't work, copy and paste it into your browser) and fill in the username you created and copy and paste or type the temporary password in the password box.

**Account Setup Completion - Identification**

Please fill in your User ID and temporary password. Your password was sent to the e-mail account you used during registration.

You will have the opportunity to set your own password later in this process.

**Note:**  
Internet Explorer 9 Users - Use "Compatibility View" to view this page properly. "Compatibility View" can be found in your "Tools" menu.

User ID:

Password:

[Next](#)

## 5. Select one of the security questions to answer and type an answer only you'll know and that you'll remember. This answer is case sensitive so take note of any capital letters you use.

### Account Setup - Challenge Question

Challenge Question:

Challenge Question Answer:

Click "Submit" to save your response and continue

6. Enter a new Password, passwords are case sensitive as well.

### Account Setup - Password

Understand that, while this site does not require "strong passwords" it is in your best interests that passwords are not based in words, but contain a mixture of upper and lowercase letters and numbers.

New Password:

Confirm Password:

Click Next

7. Once you have saved your new password, you'll be automatically logged in and able to see your 2019 1098-T.

### Student Options

Welcome Sample Student!

The following is a listing of the 1098-Ts that are associated with your Social Security Number. Please note, this list is only from schools who currently are, or were previously using Vangent's services. The available 1098-T records displayed are from 2005 - present. If you need a 1098-T from a year prior to 2005, please contact TRA Customer Service at 800-223-0043.

Records Found: 1

Name	SSN	Tax Year	Campus Name	Action
Sample Student	778889...	2012	Mars Academy One	<a href="#">Change 1098-T data</a> <a href="#">Get 1098-T by Mail</a> <a href="#">View/Print 1098-T</a>

Click here to view and/or print your 1098-T

8. Your 1098-T should now display for you as a pdf.

FILER'S name, street address, city, state, and ZIP code <b>Mars Academy</b> 545 Million Miles Away Road Des Moines CA 97777 TRA Customer Service 800 - 223 - 0043		1 Payments received for qualified tuition and related expenses <b>\$1000.00</b>	OMB No. 1545-1574 <b>2012</b> <b>Form 1098-T</b>	<b>Tuition Statement</b> <input type="checkbox"/> CORRECTED (if checked)
FILER'S Federal identification no. 88-9774777 FILER'S 1098-T contact name and phone Davay 944-555-1717	3 Reporting method changed for 2012 (if checked) <input type="checkbox"/>	Student's Social Security Number <b>778-88-9999</b>	<b>Copy B For Student</b> This is important tax information and is being furnished to the Internal Revenue Service.	
Sample Student 123 E Sample St Sample City AA 99999	4 Adjustments made for a prior year	5 Scholarships or grants <b>\$500.00</b>	7 The amount in box 1 or 2 includes amounts for an academic period beginning January - March 2013 (if checked) <input checked="" type="checkbox"/>	
	6 Adjustments to scholarships or grants for a prior year	8 At least half-time student (if checked) <input checked="" type="checkbox"/>	9 Graduate student (if checked) <input type="checkbox"/>	10 Ins. Contract reimb./refund

Form 1098-T (keep for your records) Department of the Treasury - Internal Revenue Service

**YOU MAY BE ABLE TO REDUCE YOUR FEDERAL TAX LIABILITY!**

9. You can print or save the document from the pdf window now. Remember, you can always return to this site for additional copies of your 1098-T.

Did something not work right? - Click on "Student Help" In the left-hand "Info" menu, for useful help on commonly encountered issues and access to further assistance.



The screenshot shows a web application interface. On the left, there is a blue sidebar with the heading "Info" and a sub-section "Links". Under "Links", the "Student Help" option is highlighted in yellow. A blue callout box with a pointer to this link contains the text "Click Here to access help resources." The main content area is titled "Student Options" and contains the following text: "Welcome Sample Student!", "The following is a listing of the records that were previously using Vanger. If you are currently using Vanger, please contact TRA Customer Support.", and "Records Found: 1". Below this text, there is a search bar and a button labeled "Search". To the right of the search bar, there is a text box containing the text "OR, call our TRA Services Help Desk at 800-223-0043, available from 10:00 AM to 8:00 PM (Eastern Time) Monday through Friday."

OR, call our TRA Services Help Desk at 800-223-0043, available from 10:00 AM to 8:00 PM (Eastern Time) Monday through Friday.