Tax Document Search
Students looking to view their 1098-T and 1098-E tax form can do so by using the Tax Document Search option on the Heartland ECSI Website. This process does not require the users to log in or create accounts.

<table>
<thead>
<tr>
<th>Search For Your Tax Document</th>
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<tbody>
<tr>
<td><strong>Step 1:</strong> Open your web browser and navigate to <a href="https://heartland.ecsi.net">https://heartland.ecsi.net</a></td>
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<tr>
<td><strong>Step 2:</strong> Select the option on the Heartland ECSI home page click here along the bottom of the Homepage.</td>
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</tbody>
</table>

![Heartland ECSI Website Screenshot](image)
Step 3: Select that you want to look up your 1098-T or 1098-E tax form.

Step 4: Select which type of tax form you are looking for either 1098-T or 1098-E. Additionally, there are links to the 1098-T and 1098-E FAQs.
Step 5: Whether the user selected to search for their 1098-T or 1098-E document, their search will be the same either way. Search for the name of the school in the field **School Name**, select the school from the list, and click **Submit**.
Step 6: Students must pass authentication before viewing their 1098-T or 1098-E form. Enter **First Name**, **Last Name**, **SSN**, and **Zip code** in the required fields.

**Note:** The information entered by the student must exactly match the information each school has on file for the student.
Step 7: To complete authentication, check the box for **I am not a robot** and verify the information requested by the website. Once completed, click **Verify**.

Step 8: Click **Continue**.
Step 9: The **Tax Document Information** window appears listing the tax forms.

![Tax Document Information Window](image-url)