

Student 2016 1098Ts Available in January 2017 Through ScholarChip's *GetMyDocument*

Just after the New Year and throughout the month of January, Augusta Technical College students will begin receiving periodic reminder emails from support@getmydocument.com which contains a link to the ScholarChip *GetMyDocument* website. The emails will instruct you on how to view and download your 1098T online. If you have not received an email and you are due a 1098T you can go to <https://www.getmydocument.com> to view and download your 1098T online.

GetMyDocument Powered by SCHOLAR CHIP

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WELCOME TO GETMYDOCUMENT

GetMyDocument is your gateway to obtaining electronic versions of educational and tax documents. In January, students of eligible institutions can download the 1098T and 1098E tax documents here. These documents are required for preparation of federal taxes and certain state taxes.

You may be eligible for reduced taxes. Consult your tax professional, the IRS or state tax authorities for further details.

To use this site and obtain secure PDF copies of your documents you must authenticate properly. In order to complete the process, a unique certificate number is required. Upon successful completion of the Request Certificate form, the certificate will be emailed to you immediately.

If you are having difficulty completing the Request Certificate form, please click on the [Contact Us](#) link for the phone directory or to send us an email.

CERTIFICATE NEEDED I did not receive, or can not locate my certificate number. Click Request Certificate to continue. Request Certificate	CERTIFICATE RECEIVED I received the certificate and want to download my documents. Click Retrieve Document to continue the authentication process. Retrieve Document
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This site is best viewed in Internet Explorer 7 or higher.

In the ScholarChip “GetMyDocument” system, you can elect to view and download your 1098T at <https://www.getmydocument.com>, or you can choose to have your 1098T forms ground mailed. The system will also provide you with access to any 1098Ts that you may have received from the college in previous years.

If you choose not to, or can’t download the form after viewing, or if you don’t have access to the ScholarChip system at all, Augusta Technical College will automatically post mark and ground mail the form to you by January 31, 2017, in accordance with the Taxpayer Relief Act of 1997. Students should receive their forms within a few business days of the January 31st mailing date.

Student Customer Service

Once your 1098T has been uploaded for viewing into the ScholarChip system in January, their customer service will also be available to assist you.

- **Toll Free Help Line. 866-258-7981**

ScholarChip’s toll free line will provide you with 24x7 access to your 1098T form detail. This service is very useful if you are meeting with a tax preparer and need the form boxes read off to you by phone.

If you still need help, or have a question, you can be transferred to a live customer service representative Monday through Friday from 8AM to 5PM.

- **Online Chat.**

Online chat is accessible from the GetMyDocument home page to assist you with any questions or requests from 8AM to 8PM EST Monday through Friday during the month of January.

- **Email Requests.**

You can use the fill-in form box on the GetMyDocument website to send email requests & questions during off-line hours and we will respond directly to you by email.