1098-T Tax Forms and Mailing Information

Vermont Law School’s 1098-T Tax forms are in the process of being mailed out to the address currently listed on your student account.

They were prepared and mailed by Heartland Campus Solutions ECSI [ECSI].

Due to a change to institutional reporting requirements under federal law, beginning with tax year 2018, VLS will report in Box 1 the amount of Qualified Tuition & Related Expenses [QTRE] you paid during the year.

**Not sure what address your 1098-T was mailed to?**

- log into https://campusweb.vermontlaw.edu/ICS/
- Click on the icon in the top right corner of the screen
- Click on “My Profile & Settings”
- Choose “Contact Information” from the left side of the window
- Click on the arrow in the “Address” box
- The CURRENT address is the address that your 1098-T was mailed to.

**Only one (1) 1098-T form will be mailed out, if you have not received one in the mail; Please visit https://heartland.ecsi.net/ per the instructions above to retrieve your 1098-T.**

1098-T forms are currently available online: https://heartland.ecsi.net/.

To access their 1098-T statement online, students will need their:

- First and Last Name
- Social Security Number
- Zip Code that appears on their 1098-T form

Please follow the step-by-step instructions on the following pages:

Vermont Law School, Inc is unable to provide you with individual tax advice, but should you have questions, you should seek the counsel of an informed tax preparer or adviser.
Students looking to view their most recent 1098-T or 1098-E tax form can do so by using the Tax Document Search option on the Heartland ECSI Website.

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Students must pass authentication before viewing their 1098-T form. Enter First Name, Last Name, SSN, and Zip code in the required fields.

Search for Your Tax Document

We've found your school. Let's fill in the rest of the form to find your tax document.

IMPORTANT: The information entered below must match the information your school has on file.

School Name: (Start by typing the first several letters of your school name)
Heartland University
First Name
Last Name
SSN
Zip Code

I am not a robot

Continue

Note: The information entered by the student must exactly match the information each school has on file for the student.

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Students view their current 1098-T and 1098-E statements, if applicable, on the Tax Document Information window. Clicking on the + sign to the right of the delivery status provides the student’s tax form detail, as well as printing and administrative options.

Students can view and print tax statements by clicking on View/Print Statement link under their 1098-T Statement header.

Want to compare your 1098-T Statement to your statement of account from Vermont Law School?

Once you have logged into: https://campusweb.vermontlaw.edu/ICS/:
- Click on the Business Office in the blue ribbon along the top of the page.
- On the Welcome page of the Business Office, click on “My Billing Info” on the left side of the window
- On the My Billing Info page, please see the link on the right side of the window “Course and Fee Statement” under the CASHNet Online Payment tool header

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