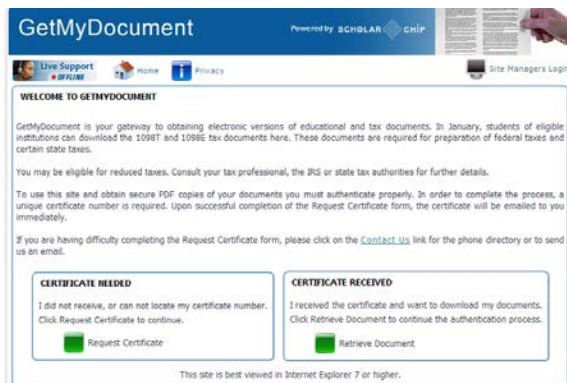


Student 2017 1098Ts Available in January 2018 Through ScholarChip's *GetMyDocument*

Very soon, all **West Georgia Technical College** students that are eligible to receive a 1098-T 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. The viewing and downloading of the 1098T by the student is a great advantage for those of you who wish to take advantage of the early availability of the online forms download for early preparation of your taxes.

Picture of the ScholarChip's "GetMyDocument" Home Page



In the ScholarChip "GetMyDocument" system, you can elect to view and download your 1098T, 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 the ScholarChip system at all, **West Georgia Technical College** will automatically post mark and ground mail the form to you by January 31, 2018, 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.