Non-current students (no longer enrolled) who do not have access to Banner Self-Service, your form will be mailed to the latest home or mailing address that we have on file. You may also access your form electronically by going to ECSI’s website. ECSI processes 1098T forms for Commonwealth University. They do not require a login to access your form. Follow the instructions below

Use this link to access your form: https://heartland.ecsi.net/

Click on the Register Button – you must create an account with ECSI in order to access your form.

There are three steps to access your 1098-T tax form.

**Step 1: Create a Profile**

You will need to create a profile to connect an account and access your 1098-T tax form. See [Create a Profile](#) below for step-by-step instructions.

If you already have a profile, you can skip Step 1 and go directly to Step 2 to connect your tax form account to your existing profile.

**Step 2: Sign In To Your Profile**

Now that you have created your profile, you will need to sign in to the profile to complete step 3 of this process. See [Sign In To Your Profile](#) for step-by-step instructions.

**Step 3: Connect an Account**

Once you have created a profile, you will need to connect your tax form account to your profile. See [Connect an Account](#) for step-by-step instructions.

IMPORTANT! You will need your Heartland Key to connect your account.

If you signed up to receive your tax form electronically (completed the electronic consent application) prior to receiving your tax form, your Heartland Key will be located in the email communication you received from ECSI on behalf of your school. If you cannot locate this email, you will need to call our Contact Center at (866) 428-1098 to get your Heartland Key over the phone or have the email resent to you.

If you received a printed tax form that was mailed to your address, you will need to call our Contact Center at (866) 428-1098. Once you have verified your identity, we can either provide your Heartland Key over the phone or we can send an email with your Heartland Key to you.
Once your account is connected, your form can be printed by clicking on the View/Print Statement on the right hand side of the page.
If you have questions on the amounts on your form, please contact Julie Cimino at jcimino@commonwealthu.edu or 570-662-4388. Please include your student ID in an email or voicemail. This is listed on your form as well in the lower left hand corner (Service Provider/Acct No.).