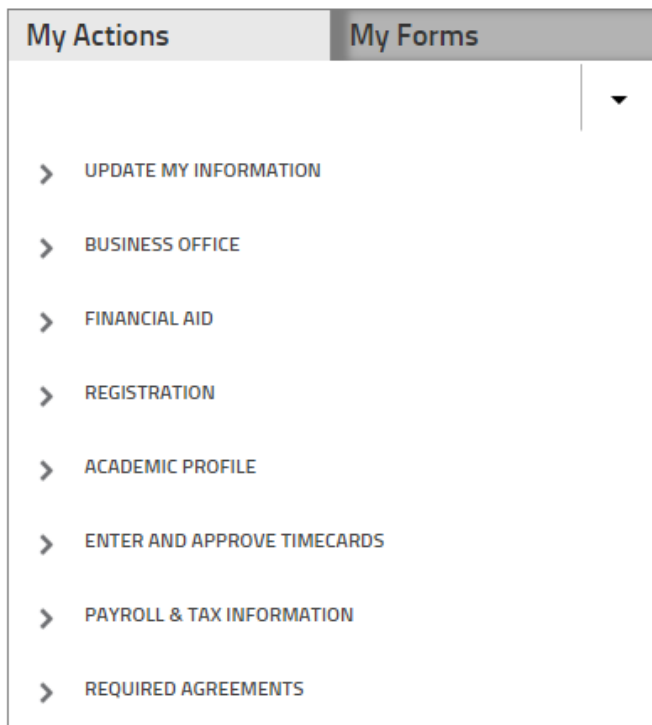


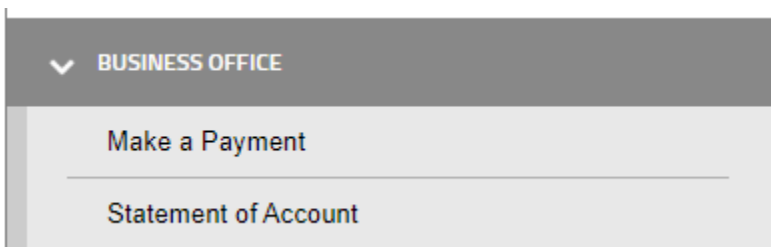
**Electronic Consent must be accepted before access to the below information is granted. Once electronic consent is accepted, students will be able to view their statement of account and make a payment via SC Connect.**

## **Making Payments Through SC Connect:**

**1) Go to “My Actions”**



**2) Click “Business Office”**



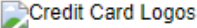
3) Select "Make a Payment". Select payment method: credit card, debit card, or ACH. ACH is free; credit or debit card incurs 3% convenience fee. Type in the amount and payment method & follow the screen prompts.

Make a Payment ×

Help

To make a payment on your Simpson College student account, enter a Payment Amount below. The Payment Type may be either Mastercard, Discover, Visa, American Express or e-Check/ACH. e-Check/ACH payments are limited to \$4,999.99 per payment. There is no convenience fee for e-Check/ACH. A 3% convenience fee will be assessed for payments by credit card.

All payments are safe and secure.  
Please remember that the current student account balance does not include matriculation fees, transcripts, or parking tickets. These should be paid directly to the Business Office in Hillman Hall.

 Credit Card Logos

\* = Required

Payment Amount

Current Account Balance 0.00

Payment Type\*

[Account Summary](#) | [Account Summary by Term](#)

For questions regarding your account balance, contact the Business Office at [bus.office@simpson.edu](mailto:bus.office@simpson.edu) or by phone at 515-961-1655 or 1-800-362-2454

## VIEWING STATEMENT OF ACCOUNT

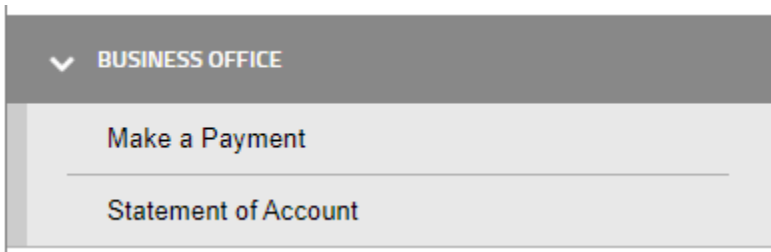
1.) Under My Actions, Select "Business Office"

My Actions My Forms

▼

- > UPDATE MY INFORMATION
- > BUSINESS OFFICE
- > FINANCIAL AID
- > REGISTRATION
- > ACADEMIC PROFILE
- > ENTER AND APPROVE TIMECARDS
- > PAYROLL & TAX INFORMATION
- > REQUIRED AGREEMENTS

## 2) Select "Statement of Account"

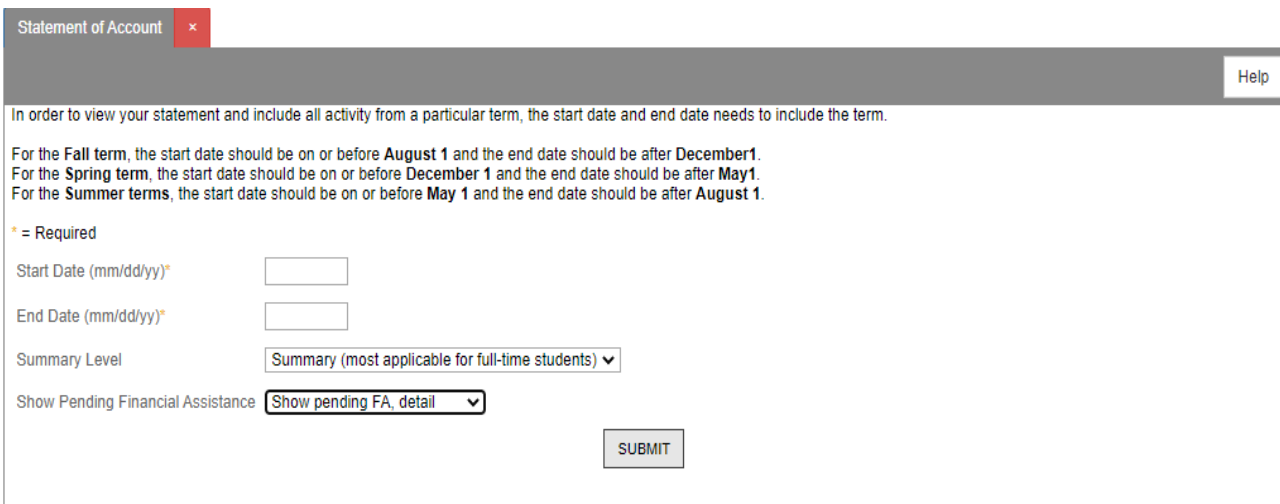


A screenshot of a web interface. At the top, there is a dark grey header with a white downward arrow and the text "BUSINESS OFFICE". Below this header is a light grey area containing two options: "Make a Payment" and "Statement of Account", separated by a horizontal line.

## 3) Enter Start Date & End Date

**Fall Term= August 1, YYYY – December 31, YYYY**

**Spring Term = January 1, YYYY-May 31, YYYY**



A screenshot of a web form titled "Statement of Account" with a red close button (x) in the top left corner. A "Help" button is in the top right corner. The main content area contains the following text:

In order to view your statement and include all activity from a particular term, the start date and end date needs to include the term.

For the **Fall term**, the start date should be on or before **August 1** and the end date should be after **December1**.  
For the **Spring term**, the start date should be on or before **December 1** and the end date should be after **May1**.  
For the **Summer terms**, the start date should be on or before **May 1** and the end date should be after **August 1**.

\* = Required

Start Date (mm/dd/yy)\*

End Date (mm/dd/yy)\*

Summary Level

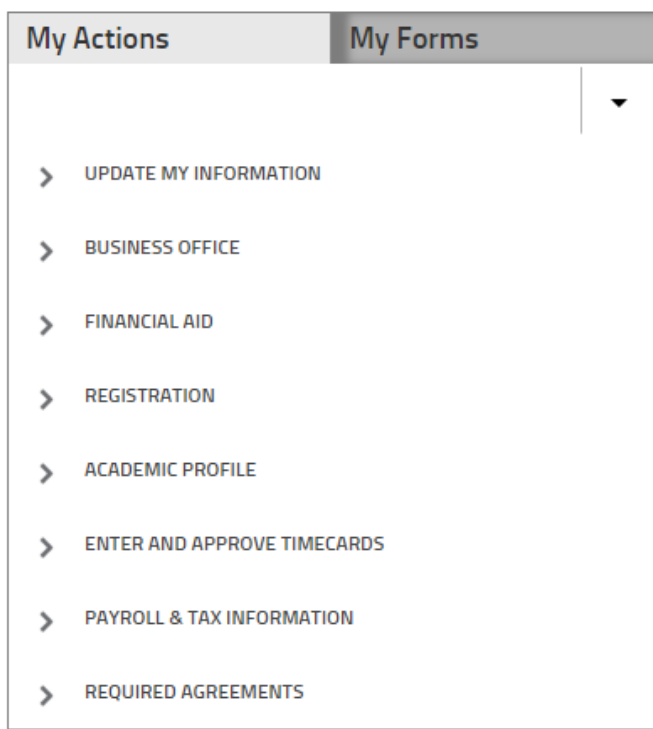
Show Pending Financial Assistance

**You should be able to see your charges and any payments made to your student account here. Any financial assistance will also be listed. If there's any pending financial assistance, it will be listed at the bottom.**

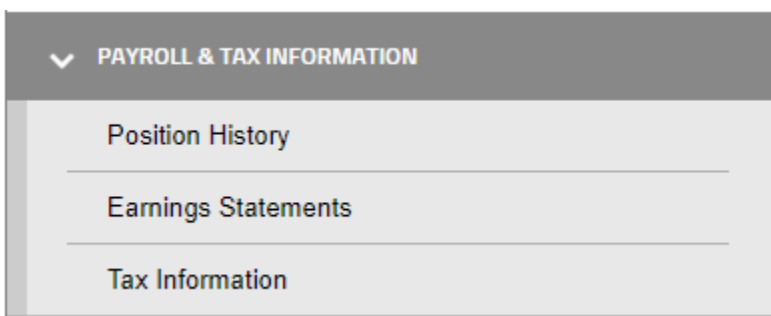
**Electronic Consent must be accepted before accessing these tax forms. Once you accept Electronic Consent, you will be able to view your tax forms each year.**

**Viewing 1098-T Forms (Separate consent from above)**

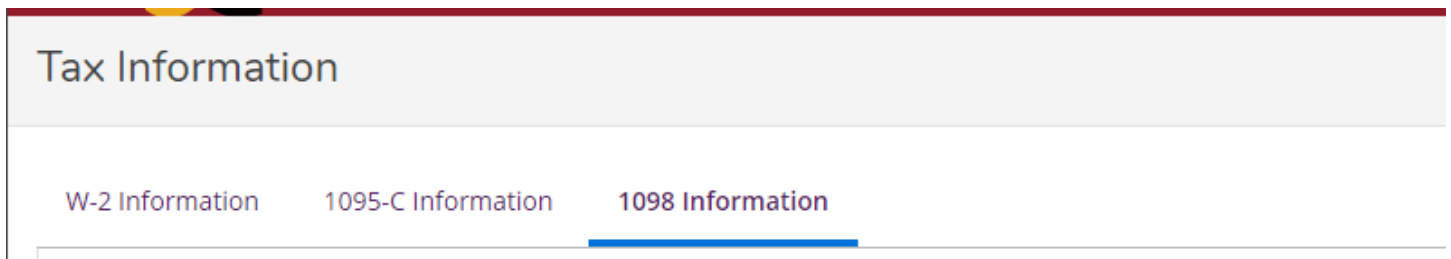
**1) Select “Payroll & Tax Information”**



**2) Select “Tax Information”**



3) Select tax information and it will take you to a new page where you can view 1098-T



The screenshot shows a web interface with a header titled "Tax Information". Below the header, there are three menu items: "W-2 Information", "1095-C Information", and "1098 Information". The "1098 Information" item is highlighted with a blue underline, indicating it is the selected option.

4) Click on the needed statements. Students can screenshot, print or email statements to anyone.

## 1098 Statements

Tax Year	Notation
2019	<a href="#">2019 1098T Statement</a>
2018	<a href="#">2018 1098T Statement</a>
2017	<a href="#">2017 1098T Statement</a>
2016	<a href="#">2016 1098T Statement</a>