

# Frequently Asked Questions—IRS Form 1098-T

The information provided in this document is NOT tax advice. It is offered only as general information for Stetson University students and their families. Please consult a qualified tax expert for advice on computing, claiming or determining qualification for any tax benefit mentioned in this document.

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## What is a 1098-T?

Form 1098-T: Tuition Payments Statement is the information return that colleges and universities are required to issue for the purpose of determining a student's eligibility for the [American Opportunity Tax Credit](#) (formally the Hope Scholarship Credit and [Lifetime Learning Credit](#) education tax credits). [Download](#) the IRS' 1098-T Instructions.

## How can I get a copy of my 1098-T?

There are three ways you can receive a copy of your 1098-T form:

### Method One – My Stetson

1. Log in to My Stetson.
2. Select “Student Account.”
3. Select “Tax Notification.”
4. Enter “Current-Year.” (e.g.2015)
5. Click “Submit.”

### Method Two – Request a Copy via Email

Send an email requesting your 1098-T statement to [1098t@stetson.edu](mailto:1098t@stetson.edu). Please include your name, Stetson University ID number and your current mailing address. If the address on your 1098-T form does not match the mailing address supplied in the email, we will change the address on your 1098-T form to the address supplied in the email.

### Method Three – Request a Copy via Phone

To request a copy of your 1098-T form by phone, call 386-822-7248 and leave a message. Be sure to include your name, Stetson University ID number and your current mailing address. If the address on your 1098-T form does not match the mailing address supplied in the email, we will change the address on your 1098-T form to the address supplied in your voicemail.

## Can I get a copy of last year's 1098-T?

Yes, provided that a form was issued to you. Follow the instructions for “How can I get a copy of my 1098-T?” in the previous section, making sure to select the tax year needed from the drop-down menu. The current tax year appears in the window by default.

## Why didn't I receive a 1098-T from Stetson?

There are several possibilities:

- **You are looking for your 1098-T at the wrong address.** IRS regulations require mailing your 1098-T to the student’s permanent address, not your local or campus address.
- **Your 1098-T was mailed to the wrong address.** The 1098-T form is mailed to the student’s permanent address. If you did not have a current address on file, then your form may have been lost. Send an email to [1098r@stetson.edu](mailto:1098r@stetson.edu) with your name, new address and Stetson University ID number. Once corrected a new 1098-T will be issued.
- **You were a visa student who did not have a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on file.** IRS regulations specify that the university is not required to issue a 1098-T in this situation, unless the student requests the form.

## Did you send a copy of this form to the IRS?

Yes. Section [6050S](#) of the Internal Revenue Code, as enacted by the Taxpayer Relief Act of 1997, requires institutions to file information returns to assist taxpayers and the Internal Revenue Service in determining eligibility for the American Opportunity and Lifetime Learning education tax credits. The annual deadline for Stetson University to file the required tax information electronically is March 31, although data may be transmitted earlier as circumstances allow.

## **What am I supposed to do with the 1098-T form?**

Keep it for your records. Since Stetson University sends your 1098-T information to the IRS, there is no need to attach a copy of the form to your tax return. The information contained in the 1098-T will help you to determine if you may claim the [American Opportunity](#) or the [Lifetime Learning](#) education tax credits.

## **Why wasn't the 1098-T mailed from Stetson University?**

To simplify reporting, and to promote the best customer service for students and their families, the university contracted with [Affiliated Computer Services](#) (ACS) to provide the Tax Credit Reporting Service ([TCRS](#)).

## **The Social Security Number (SSN) on my form is missing or incorrect. What should I do?**

Reporting to the IRS depends primarily on your SSN, so it is very important for you to have the correct information on file with the university. Follow these steps to have a corrected 1098-T generated:

### **Furnish the University with your valid SSN.**

You must submit a written request to change or correct your SSN by mail or in person to the Office of the Bursar. [Form W-9S](#) (Request for Student's or Borrower's Taxpayer Identification Number and Certification) is the official IRS form used to state your SSN. You need only to complete Part I of this form when requesting a 1098-T. Enter your SSN in the spaces marked "Taxpayer identification number."

### **Mail the completed Form W-9S Part 1 to the campus you attend or attended:**

#### *DeLand Campus*

Office of the Registrar  
C/o Stetson University  
421 N. Woodland Blvd., Unit 8298  
DeLand, FL 32723

#### *Gulfport Campus (College of Law)*

Business Office  
C/o Stetson University College of Law  
1401 61<sup>st</sup> Street South  
Gulfport, FL 33707

Updates may take three to five working days to process once the form is received; please request changes well in advance of any appointments or deadlines. A corrected 1098-T form will be mailed to your permanent address on file. You may view and print your updated 1098-T form from your [My Stetson](#) account and select "Student Services". If you need a printed copy, please email [1098t@stetson.edu](mailto:1098t@stetson.edu). Please include your corrected address to make sure the updated post office address form has been processed.

The annual deadline for Stetson University to file 1098-T tax information electronically with the IRS is March 31, although data may be transmitted earlier as circumstances allow. Please make sure any updates are completed before mid-March to ensure accurate filing.

## The name on my form is incorrect. What should I do?

Your name is a key element of your tax information, so be sure to submit changes to the university as soon as possible. Follow these steps to have a corrected 1098-T issued:

1. Furnish the University with your valid name.
  - You must complete a **Name Change Request form** and submit the supporting documentation at the appropriate Registrar's Office. Click here for the [DeLand campus](#) form and click here for the [College of Law](#) form. Follow the instructions on form.
2. Mail the completed Form 1 to the campus you attend or attended:
  - **DeLand Campus**  
Office of the Registrar  
C/o Stetson University  
421 N. Woodland Blvd., Unit 8298  
DeLand, FL 32723
  - **Gulfport Campus (College of Law)**  
Business Office  
C/o Stetson University College of Law  
1401 61<sup>st</sup> Street South  
Gulfport, FL 33707
3. Email [1098t@stetson.edu](mailto:1098t@stetson.edu) notifying the Office of Finance when your corrected name is on file, using your Stetson University ID number. The message must come from you, not family members or tax preparers. Please include your name, Stetson University ID number and the reason you are requesting a new 1098-T, so that the information may be processed efficiently.
4. Corrections may take three to five working days to process; please request changes well in advance of any appointments or deadlines.
5. You may view and print your updated 1098-T form from your [My Stetson](#) account. After logging in, select "Student Services". If you need a printed copy, please email [1098t@stetson.edu](mailto:1098t@stetson.edu). Please include your name in the email to make sure the updated *Name Change Form* has been processed.

The annual deadline for Stetson University to file 1098-T tax information electronically with the IRS is March 31, although data may be transmitted earlier as circumstances allow. Please make sure any updates are completed before mid-March to ensure accurate filing.

## Why is Box 1 blank?

Box 1 of the 1098-T does not reflect payments. The Internal Revenue Service's tax regulation indicates that a university is required to either report the amount paid by a student in Box 1 OR the amount billed to a student in Box 2 on Form 1098-T. Stetson University has elected to report qualified tuition and related expenses less any related reductions in charges. Box 1 will always be blank.

By the IRS' definition, "qualified tuition" does not include insurance and student health fees; see "[Expenses That Do Not Qualify](#)" in Chapter 2 (American Opportunity Credit), or "[Expenses that Do Not Qualify](#)" in Chapter 3 (Lifetime Learning Credit) of Publication 970: Tax Benefits for Education for more information.

## What does Amount in Box 2 mean?

Box 2 – Qualified tuition and related expenses on your 1098-T is the amount you were charged for those qualified expenses during the calendar year (January through December).

What educational expenses are considered as qualified tuition and related expenses?

### Qualified Tuition and Related Expenses

- Graduate and undergraduate tuition
- Course fees
- Technology fees
- Activities fees

### Unqualified Expenses

- Room and board feeds
- Books
- Deferred payment fees
- Insurance

## Why is Box 2 Blank, but there is an Amount in Box 5?

Each box is determined by the calendar date that items were applied to your account. Typically for spring terms, registration occurs in December whereas scholarships and grants are applied after the add/drop date in January. This timing causes the spring term to be split between two tax years. Tuition and qualified expenses were in Box 2 of last year's form, and scholarships and grants are in Box 5 of this year's form.

## Why are Boxes 3 and 10 blank?

These boxes are blank because the information is not applicable to Stetson University as the filer of your 1098-T.

- **Box 3** ("Check if you have changed your reporting method for 2007") is blank because Stetson University has not changed its reporting method from a previous tax year and continues to report "Payments received," not "Amounts billed."
- **Box 10** ("Ins. Contract reimburse/refund") is blank because Stetson University is not an insurer.

## What does an amount in Box 4 mean?

**Box 4** ("Adjustments made for a prior year") shows any refunds during the current year for payments of "qualified tuition and related expenses" reported on a 1098-T for a prior tax year. Refunds may be the result of changing from full-time to part-time status, nonresident to resident classification or cancellation/withdrawal.

The amount in Box 4 may reduce any allowable education credit you claimed for a prior year. For more information, refer to "When Must the Credit Be Repaid (Recaptured)" for the [American Opportunity](#) and [Lifetime Learning](#) credits in Publication 970: Tax Benefits for Education.

## What does an amount in Box 5 mean?

**Box 5** ("Scholarships or grants") shows the net amount of certain forms of educational assistance that were received or applied to your student account during the tax year (January to December), regardless of the semester for which the funds were originally intended. Any subsequent adjustments or reductions to educational assistance that occurred in the same tax year are summed into the amount. The net amount is sent to the IRS.

## **What if the amount in Box 5 exceeds Box 2 and my tax software is counting it as income?**

The 1098-T form is not meant to be an indicator of income. The form is an informational return for your personal records. It is not required to be submitted with your tax return. IRS Form 1098-T contains information to assist the IRS and you in determining if you are eligible to claim education-related tax credits such as the American Opportunity Credit and Lifetime Learning Tax Credit. Please consult with your tax preparer if you have additional questions regarding how the 1098-T relates to your specific tax preparation.

## **What does an amount in Box 6 mean?**

**Box 6** ("Adjustments to Scholarships or grants for a prior year") shows an amount if "scholarships or grants" that were reported on a 1098-T for a prior year were subsequently adjusted or reduced in the current tax year.

The amount in Box 6 may affect any allowable education credit you claimed for a prior year. Please consult a tax expert to determine if you may need to recalculate your tax benefit for that prior year.

## **What does the check mark in Box 8 mean?**

**Box 8**, if checked, indicates that you were considered to be "enrolled at least half-time" for one or more quarters during the tax year. At Stetson University, "at least half-time" means that you were enrolled in six or more credit hours for the semester.

In order to claim the [American Opportunity Credit](#), a student must be enrolled at least half-time in a program that leads to a degree, certificate or other recognized educational credential for at least one academic period beginning during the tax year. (See "[Who is an Eligible Student](#)" in Chapter 2 of IRS Publication 970: Tax Benefits for Education for more information.)

A check mark in this box does not guarantee your ability to claim the American Opportunity Credit, as additional eligibility requirements must be met. Also note that the workload requirement does not apply to the [Lifetime Learning Credit](#), which is allowed for any level of enrollment.

## **What does the check mark in Box 9 mean?**

**Box 9**, if checked, indicates that you were enrolled in a graduate program for one or more semesters during the tax year. The university checks this box if you attended as a graduate student for *any* semester of your enrollment during the tax year.

In order to claim the American Opportunity Credit, a student must not have completed the first two years of postsecondary education (generally, the freshman and sophomore years of college) as of the beginning of the tax year. (See "[Who is an Eligible Student](#)" in Chapter 2 of IRS Publication 970: Tax Benefits for Education for more information.)

The lack of a check mark in this box does not guarantee eligibility for the American Opportunity Credit, which must be claimed within the first two years of postsecondary education. Since the [Lifetime Learning Credit](#) is not so limited, you may choose to apply expenses for graduate-level degree work towards claiming this benefit.

## **Further Information**

Further information may be obtained from the Internal Revenue Service at (800) 829-1040 or TTY (800) 829-4059, or from the following documents:

- [Publication 970: Tax Benefits for Higher Education](#)
- [Tax Topic 456: Student Loan Interest Deduction](#)
- [Tax Topic 605: Education Credits](#)
- [FAQ: American Opportunity Tax Credit](#)
- [FAQ: Lifetime Learning Credit](#)
- [FAQ: Education & Work-Related Expenses](#)

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