

Frequently asked Questions about IRS Form 1098-T

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*Please be aware that the information provided in this document is NOT tax advice. It is provided only as general information for JU students and families. Please consult a qualified tax expert for advice on computing, claiming, or determining qualification for any tax benefit mentioned in this document.

What is a 1098-T Form?

Form 1098-T, Tuition Payment Statement, is the information return that colleges and universities are required to issue for the purpose of determining a student's eligibility for the Hope educational tax credit and Lifetime learning education tax credit.

Who gets a 1098-T Form?

Students who have a Social Security Number (SSN) and also have any out of pocket payments for eligible fees will receive a 1098-T form.

International (F1 Visa) students do not receive a 1098-T form.

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

JU will provide 1098-T through Self Service. An email will be sent to the students once the 1098-T are available.

Why didn't I receive a 1098-T from Jacksonville University?

There are several possibilities:

- You did not have any out of pocket payments.

If you did not make any payments to the University for the tax year, you will not get a 1098-T form.

- Your 1098-T was mailed to the wrong address.

The 1098-T form is mail the student's permanent address on your web advisor. If you did not have a current address on file with the University, then your form may have gone astray. Send an email to --- with your current name, new address, and your JU ID number. Once the information is update 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 request a form.

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

Yes, 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 the Life Time Learning education tax credits.

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

Keep it for your records. Since JU sends your 1098-T information to the IRS, there is no need to attach a copy of the form to the tax return. The information contained in the 1098-T will help you to determine if you may claim the American Opportunity or the Life Time Learning education taxes.

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 JU. Please go to the Registrar's office for any corrections to your SSN.

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

Your name is a key element for your tax information, so be sure to contact the Registrar's Office as soon as possible for any corrections to your name.

What does an amount on box 1 mean?

Box 1, Denotes payments towards qualified tuition and related expenses on your 1098-T. Qualified Tuition and Related expenses is defined by the IRS as:

Qualified tuition and Related Expenses	Unqualified Expenses
<ul style="list-style-type: none">- Graduate and Undergraduate Tuition- Course fees- Technology fees- Activities fees	<ul style="list-style-type: none">- Room and Board fees- Books- Deferred payment fees- Health insurance

Why is box 3 checked?

Box 3 ("check if you have changed your reporting method for 2017") is checked because JU has changed its reporting method from last tax year in compliance with recent regulation changes.

What does an amount on box 4 mean?

Box 4, (Adjustments made for 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.

For example: If you paid Fall 2017 registration fees when due in December 2016, "qualified tuition" for that semester would have been reported on your 1098-T for 2016. If you subsequently received a refund on spring 2017 registration fees in January 2017, the amount refunded would be reported in box 4 for tax year 2017.

Refunds may be the changing from full-time to part-time study, nonresident to resident classification, or cancellation/withdrawal.

What does an amount on box 5 mean?

Box 5 ("Scholarships and 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-December), regardless of the semester for which the funds originally were 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 does an amount on 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.

What does the check mark on box 7 mean?

Box 7, if checked, indicates that “payments received” in Box 1 include pre-paid fees.

What does the check mark on box 8 mean?

Box 8, if checked, indicates that you were considered to be “enrolled at least half-time” for one or more semester during the tax year. At JU, “at least half-time” as an undergraduate student means that you were enrolled in 6 credit hours for the semester, and as a graduate student if you were enrolled in 3 credit hours for the semester.

What does the check mark on 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 January – December.