

## 1098-T Frequently Asked Questions

### Tax Benefits for Education – 1098-T tax statement

As required by the Internal Revenue Service (IRS), Form 1098-T is mailed by January 31 to all students who had qualified tuition and other related educational expenses paid during the previous calendar year. Southeastern utilizes the services of ECSI to process 1098-T tax forms.

**The 1098-T form is informational only and should not be considered as tax advice.** It serves to alert students that they may be eligible for federal income tax education credits such as the Lifetime Learning Credit and the Hope Credit as part of their Federal Income Tax Return. IRS Publication 970 "Tax Benefits for Higher Education" as well as Chapter 35 of IRS Publication 17 provide additional information on these credits which can be found at [www.irs.gov](http://www.irs.gov). While it is a good starting point, the 1098-T, as designed and regulated by the IRS, does not contain all the information needed to claim a tax credit. *To determine the amount of qualified tuition and fees **paid**, and the amount of scholarships and grants received, a taxpayer should use their own financial records.* There is no IRS requirement that you must claim the tuition and fees deduction or an education credit on your income tax return. Claiming education tax benefits is a voluntary decision for those who may qualify.

#### 1. What is a 1098T?

- The 1098-T form is used by eligible educational institutions to report information about their students to the IRS as required by the Taxpayer Relief Act of 1997. Eligible educational institutions are required to submit the student's name, address, taxpayer's identification number (TIN) or SSN, enrollment status, amounts pertaining to qualified tuition and related expenses, and scholarships and/or grants, taxable or not. A 1098-T form must also be provided to each applicable student no later than January 31<sup>st</sup> of the current calendar year.

#### 2. Why did I receive a Form 1098-T?

- This IRS Form 1098-T is for all students who had qualified tuition and other related educational expenses billed to them during the previous calendar year. In January of each year, SE provides secure electronic access to your 1098-T and the form is also mailed to your permanent address at the end of January if a student doesn't consent to receive the form electronically before the ECSI deadline of January 1<sup>st</sup>. You can consent to receive the form electronically at <https://heartland.ecsi.net/index.main.html#/access/eConsent>.

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

- Yes. Section 6050S of the Internal Revenue Code requires institution to file information returns to assist taxpayers and the IRS in determining eligibility for the Hope and Lifetime Learning education tax credits. ECSI files the student 1098-T forms on behalf of SE to the IRS.

#### 4. What is the amount in Box 1?

- Box 1 is the amount of qualified tuition and related expenses paid to SE during the previous calendar year. The amount in Box 1 is determined from the qualified tuition and related expenses billing date processed by the Business Office. For example, if the Business Office processes billing for Fall 2023 pre-enrollment on or before December

31<sup>st</sup>, 2022, those qualifying tuition and related expenses will not be reported on the 2023 1098T form. Those amounts were reported on the 2022 1098T form due to billing occurring in the 2022 calendar year. The IRS doesn't allow qualified tuition and related expenses to be claimed more than once on a 1098T form.

**5. What educational expenses are considered as qualified tuition and related expenses for Box 1?**

- Qualified tuition and related expenses refer to tuition and required fees a student must pay to be enrolled at an eligible education institution.
- Qualified expenses DO NOT include:
  - Amounts paid for any course or education that isn't required as part of the student's degree program or taken to acquire or improve job skills.
  - Charges and fees for room, meal plans, or other non-tuition related expenses.
  - The cost of books and equipment are not included because SE does not require that the cost of the books or equipment be paid to the institution as a condition of enrollment.

**6. I did not keep information on my payments and student loan disbursements. Where can I get copies?**

- Students can access payment receipts and student loan disbursements in Colleague Self Service Student Finance by term. If the term is not available, students can email [businessoffice@se.edu](mailto:businessoffice@se.edu) to request an itemized student account statement for a non-available term. Itemized statements will be emailed only when requested by the student.

**7. What amounts appear in Box 4 – Adjustments made for a prior year?**

- This box shows the amount of any tuition and fee reductions in the current calendar year for charges that were billed in a previous year.

**8. How did the University decide what amounts to include in Box 5 – Scholarships or Grants?**

- The figure in Box 5 included scholarships, grants and outside scholarships that have been posted into the SE Colleague student billing system. If you received other forms of outside scholarships and grants not posted to the SE Colleague billing system, it is your responsibly to adjust the figures accordingly.

**9. What amounts appear in Box 6 – Adjustments to scholarships or grants for a prior year?**

- This includes the amount of any scholarship or grant reduction in the current calendar year for aid that was credited in a previous calendar year.

**10. Why is there no check mark in Box 8 – Enrolled at least part time?**

- SE checks this box if you were enrolled in six hours or more for at least one semester beginning during the year. This information is important in determining eligibility for the American Opportunity Tax Credits (AOTC).

**11. What is the purpose of Box 9 – graduate student?**

- This box will be checked if a student was enrolled as a graduate student for at least one semester during the calendar year. This box notifies the IRS that a student is beyond the

first two years of post-secondary education and helps determine the tax credit available.

**12. Can I get a detail breakdown of the transactions that go in each box?**

- Spring 2021, Summer 2021, Fall 2021 transactions and receipts are available on Colleague Self Service, under Student Finance. Select the term of which a detailed breakdown is needed for transactions under Account Summary.

**13. What if my 1098-T has the incorrect social security number on it?**

- *Your Social Security Number is the most important part of your 1098-T form.* To change your SSN, you will need to bring a copy of the correct SS card to the Registrar's Office, Administration building, room 100. Also, contact the Business Office, Administration building, room 101 (580.745.2851) to have the 1098T form corrected.

**14. Why did I not receive a 1098-T?**

- International students without a Social Security number will not receive a 1098-T form. International students with out of country mailing address will not receive a mailed 1098-T form but may be eligible for an electronic version of the 1098-T form.

**15. I have not received my paper 1098-T. What address was it mailed to?**

- The 1098-T form is mailed to a student's permanent address on file with SE. Students should verify the permanent address in the Registrar's office or in Colleague Self Service. The forms will be mailed by January 31<sup>st</sup> via ECSI on behalf of SE. Electronic copies may be accessed at <https://www.se.edu/business-office/> under announcements regarding 1098-T's at the bottom of the page and click on the **HERE** in bold print or at <https://heartland.ecsi.net/index.main.html#/access/lookup>.

**16. How can I access my 1098-T if I have not received it or have misplaced the form?**

- Electronic 1098-T forms can be accessed at <https://heartland.ecsi.net/index.main.html#/access/lookup> or on the Business Office page of the SE website, <https://www.se.edu/business-office/>.