

## Frequently Asked Questions About the 1098-T Tax Form

### What is the 1098-T form?

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, and taxpayer's identification number (TIN), enrollment and academic status. Beginning with 2003, educational institutions must also report amounts to the IRS pertaining to qualified tuition and related expenses, as well as scholarships and/or grants, taxable or not. A 1098-T form must also be provided to each applicable student. This form is informational only. It serves to alert students that they may be eligible for federal income tax education credits. It should not be considered as tax opinion or advice. While it is a good starting point, the 1098-T, as designed and regulated by the IRS, does not contain all of the information needed to claim a tax credit. There is no IRS requirement that you must claim the tuition and fees deduction or an education credit. Claiming education tax benefits is a voluntary decision for those who may qualify.

### Why did I receive a 1098-T and what am I supposed to do with it?

In January of each year, Thiel College in conjunction with ECSI Heartland, mails an IRS Form 1098-T to all students who had qualified tuition and other related educational expenses billed to them during the previous calendar year. This form is informational only and should not be considered as tax opinion or advice. It serves to alert students that they may be eligible for federal income tax education credits. Receipt of Form 1098-T does not indicate eligibility for the 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.

**NOTE: It is up to each taxpayer to determine eligibility for the credits and how to calculate them.**

### Why haven't I received a 1098T?

**The address that the school has on record as of 12/31/16 is not your current address.**

- a. Students need to go to [www.ecsi.net/taxinfo.html](http://www.ecsi.net/taxinfo.html) to retrieve their form online.
- b. Students should also update their address with the Registrar's office.

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

Qualified tuition and related expenses for calculating tax credits/deductions:

Tuition fees required for enrollment or attendance at an eligible educational institution (any accredited public, nonprofit, or proprietary postsecondary institution) Books, supplies and equipment needed for a course of study.

Ineligible expenses for calculating tax credits/deductions:

Room and board

Athletics (unless the course is part of the degree program)

Insurance

Transportation and Other similar personal, living or family expenses

## Included

Tuition  
All Tuition Related fees (Technology  
Fee, Lab Fees, Software Activation  
Fees)  
Books

## Not Included

Health and Wellness Fee  
Student Services Fee  
Room Charges  
Board Charges  
Application fees  
Transcript fees

### Why isn't there an amount in box 1?

The IRS instructs institutions to report **either** payments received (Box 1) **or** amounts billed for qualified tuition and related expenses (Box 2) on the 1098-T. Once an institution has selected one of these options, they cannot change reporting methods between calendar years without IRS permission. **Thiel reports qualified tuition and related expenses that were billed during the tax year (Box 2)** and scholarships and grants, therefore, Box 1 – Payments Received for Qualified Tuition and Related Expenses, **will be blank**.

### Why isn't there an amount in Box 2, when I attended classed in the Spring term of last calendar year?

Thiel bills tuition and fees for our spring terms in December of the previous year. When the 1098T information is retrieved for the calendar year, the spring tuition will not be reported. If the student started their first year in the Fall semester, their 1098T that year would have shown 2 semesters of tuition when they technically attended 1 semester that year. Box 7 would have been checked stating that the tuition included on the form included amounts for an academic period beginning January through March of the following year. Please consult your tax professional with further questions on this topic.

### What other information do I need to claim the tax credit?

While it is a good starting point, the 1098-T, as designed and regulated by the IRS, does not contain all of the information needed to claim a tax credit. Most of the information needed must come from the student's personal financial records of what the student paid during the calendar year. Additionally, each taxpayer and his or her tax advisor must make the final determination of qualifying expenses.

### What are the Hope Credit, the American Opportunity Credit and the Lifetime Learning Credit and what are allowable tuition and fee tax deductions for each?

For an overview of the Hope Credit, the American Opportunity Credit, the Lifetime Learning Credit, and allowable tuition and fee tax deductions visit <http://www.irs.gov/publications/p970/index.html>.

### My address listed on the 1098-T has changed. Will this affect me?

No. The address shown on Form 1098-T is irrelevant for IRS income tax filing purposes. The single most important information on the form is your Social Security Number. ***Please note that we send your form 1098T to the address that the College has on record as of 12/31/2016.***

**How do I get a reprint of my 1098-T form?** If you did not receive a 1098-T due to a change of address, or you misplaced the form, please go to [www.ecsi.net/taxinfo.html](http://www.ecsi.net/taxinfo.html) to access one online.

**How can I get an itemized listing of my financial activity that is on my 1098-T form?**

Calendar year account statements are available on Power CAMPUS Self Service. Please visit [www.thiel.edu](http://www.thiel.edu) and click on Self Service at the bottom of the home page.

**What if I still have questions?**

If you have additional questions/concerns you can reach us by Phone: 724-589-2006

**Note: *Please be advised that Thiel College is prohibited from providing legal, tax, or accounting advice to students and we are not responsible for any use you make of this information.***