



Form 1098-T Frequently Asked Questions

What is IRS Form 1098-T?

Eligible educational institutions must file form 1098-T for all students they enroll and for whom a reportable transaction is made. You, or the person who can claim you as a dependent, may be able to claim an education credit on form 1040, for the qualified tuition and related expenses that were paid. To see if you qualify for the credit, refer to IRS Publication 970 Tax Benefits of Education, IRS Form 8863 Education Credits, and the Form 1040 instructions.

Why did I receive Form 1098-T?

CCC is required to provide this form for all students that had a reportable transaction during the tax year. You received a form from us because of enrollment activity at CCC during the tax year.

Why didn't I receive Form 1098-T?

We only mail 1098-T forms if you have a reportable transaction during the tax year. If your Financial Aid is more than what is billed, a 1098-T may not be mailed to you.

- ❖ CCC does not have a valid Mailing Address on file for you.
 - Please make sure you update you current mailing address prior to January 1st of each year. You must also inactivate all invalid mailing addresses.
- ❖ Your Scholarships and Grants exceed the Charges accrued during the current tax year.
- ❖ All reporting amounts equal zero.
 - This could happen if you drop all classes during the 100% refund period.

What charges are considered “qualified” or “eligible” charges?

Eligible or qualified charges are any in-state or out-of-state tuition charges plus technology and class fees.

Why isn't there an amount in box 1 on the 1098-T form?

Institutions may report either payments received during the calendar year (box 1) or amounts billed during the calendar year (box 2). CCC reports amounts billed (box 2) during the calendar year.

Why doesn't the 1098-T form match what I paid during 2017?

CCC reports in box 2 the amounts *billed* during the calendar year, which does not always match payments you may have made. Amounts billed are based on registration activity.

Example: A student registered for Spring 2017 during December 2016 and paid for their courses in January 2017. The form 1098-T for 2016 would show qualified tuition and fees billed based on the December 2016 registration activity. The student would not receive a form 1098-T for 2017 even though that is when payment took place.

Why don't my Spring 2017 semester charges appear on my 1098-T?

The 2017 1098-T reflects amounts billed on your account in the 2017 calendar year. Many students register for spring terms prior to December 31 of the previous year. If this is the case, then your Spring 2017 registration would have been reported on your 2016 1098-T if you met the criteria to receive one.

What is the timeline for the 1098-T?

CCC reports all charges billed to the account within the calendar year (January 1 – December 31). The 1098-T form is mailed on or before January 31st.

Why am I being asked to fill out a W-9S form?

For students who do not have a taxpayer identification number (ITIN) or social security number (SSN) on file, we request this information be provided on the W-9S tax form. This information is important so that we can provide you with annual form 1098-T. It is important to note that failure to furnish your correct SSN or ITIN to the requester (CCC) could result in an IRS penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

How can I view my 1098-T online?

Log into the MyCCC web portal at (Ctrl + Click to follow link)

<https://myccc.coconino.edu/cas/login?service=https%3A%2F%2Fmyccc.coconino.edu%2Fportal%2Flogin>

On the website menu bar, select Self Service (Web4). Once you are logged into your Self Service account, select the Student Services tab, Student Records, Tax Notification, enter a Tax Year, and Submit. If you do not have a 1098-T for that Tax Year, you will be returned to the selection menu.

I still have questions. Who can I contact?

Any further questions can be directed to a representative in Student Accounts by phone at (928) 226-4237 or by emailing cashier@coconino.edu.

For specific tax information please refer to the IRS website at <http://www.irs.gov> or consult a tax advisor.