



1098-T Tax Forms

Online access to 1098-T and Understanding Reportable Amounts

Online Access to 1098-T forms generated by Coconino Community College Accounts Receivable department are available through MyCCC.

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.

Understanding Your 1098-T

8383		<input type="checkbox"/> VOID	<input type="checkbox"/> CORRECTED
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574 2017 Form 1098-T
FILER'S federal identification no.		2 Amounts billed for qualified tuition and related expenses \$	Tuition Statement
STUDENT'S taxpayer identification no. <input type="checkbox"/>		3 Check if you have changed your reporting method for 2017 <input type="checkbox"/>	
STUDENT'S name		4 Adjustments made for a prior year \$	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.
Street address (including apt. no.)		5 Scholarships or grants \$	
City or town, state or province, country, and ZIP or foreign postal code		6 Adjustments to scholarships or grants for a prior year \$	7 Check this box if the amount in box 1 or 2 includes amounts for an academic period beginning January—March 2018 <input type="checkbox"/>
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input type="checkbox"/>	9 Check if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$
Form 1098-T		Cat. No. 25087J	www.irs.gov/form1098t
Do Not Cut or Separate Forms on This Page		Department of the Treasury - Internal Revenue Service	
Do Not Cut or Separate Forms on This Page			

Box 1: CCC reports 1098-Ts by amounts billed for qualifying tuition and fees. This box should be empty.

Box 2: Sum of all charges the student has accrued during the tax year. If you accrued charges during the tax year, you will see an amount within this box.

Box 3: Not applicable to CCC for 2017.

Box 4: If there are changes during the current tax year, to your charges for a prior year the sum will display here.

Box 5: Sum of all Scholarships or Grants received during the tax year.

Box 6: If there are changes during the current tax year, to your Scholarships or Grants for a prior year the sum will display here.

Box 7: If there are charges during the current tax year that apply to the 2018 Spring Term, then this box will be checked. For example, this would occur if you register for Spring Term 2018, within the 2017 tax year.

Box 8: If you are registered for more than 6 credits during the current tax year, then this box will be checked.

Box 9: CCC does not offer Graduate level courses, so this box will not be checked.

Box 10: This scenario does not apply to CCC.

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 your 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.