

Information regarding IRS Form 1098-T Educational Expenses Tax Document Provided to students by Benedictine College

We CANNOT give any tax advice, instruction, or suggestions of any kind. Please refer inquiries to your financial advisor or to the IRS website for further clarification.

What is the IRS Form 1098-T?

The 1098-T Form reports information on what you paid for **Qualified Tuition and Related Expenses (QTRE)** at a college or university. All colleges and universities are required by the Internal Revenue Service to provide you with this information. It serves to alert students that they may be eligible for federal income tax education credits such as the Lifetime Learning Credit and the American Opportunity Credit (previously the Hope Scholarship 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 (Your Federal Income Tax Guide for Individuals), provide additional information on these credits. 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.

The 1098-T contains a combination of student personal data, such as name, address, Social Security Number (SSN), and institutionally provided enrollment data, such as status as a graduate or undergraduate student, along with whether the student was enrolled at least half-time during the calendar year. The IRS will use this data to help determine who is eligible for the education tax credits.

1098-T's will be issued for students meeting the IRS reporting criteria.

When will my 1098-T be available?

The IRS requires that mailed Form 1098-T to be postmarked by January 31 of the following calendar year. This form is mailed to the primary address on file with Benedictine College for the student. Students may update primary address by contacting the Student Life Office at studentlife@benedictine.edu.

How do I retrieve an electronic copy of my 1098-T?

Benedictine College partnered with Heartland ECSI to print and mail the Form 1098-T documents. An electronic copy of your 1098-T statement can be accessed through the Heartland ECSI portal, <https://heartland.ecsi.net>.

Which boxes should be filled in and what do they mean?

- Box 1: Reflects payments received during the calendar year not to exceed the total of QTRE charged in the same calendar year.
- Box 2: No longer used by IRS.
- Box 3: Reserved by IRS for future use.
- Box 4: Adjustments made to a prior year's billed qualified tuition and related expenses (if applicable)
- Box 5: Scholarships and Grants administered and processed by Benedictine College (excluding payments from 529 plans)
- Box 6: Adjustments made to a prior year's scholarships or grants (if applicable)
- Box 7: Box is checked if the amount in Box 1 includes payments for an academic period beginning January - March of the following tax year, even if those payments are ultimately not included in the Box 1 amount total, due to the Box 1 limitation of QTRE for the current tax reporting year.
- Box 8: Box is checked if you are enrolled half time or greater at any point in the calendar year.
- Box 9: Box is checked if you were enrolled as a graduate student in the calendar year.

How can I get a listing of all charges and payments on my student account for the calendar year being reported on the 1098-T?

A calendar year tuition statement has been made available through the student's RavenZone, View and Pay Account; then, locate the statement to view dated December 31 for the year needed.

Authorized Users may also access this same information directly through their Authorized User login: [Authorized User Link to TouchNet \(Parents\)](#)

Why don't the numbers on Form 1098-T equal the amounts I paid to Benedictine College?

A: There are potentially many reasons for this difference.

First, the amount in Box 1 only represents amounts paid for **Qualified Tuition and Related Expenses (QTRE)** and does not include payments made for room and board, or other non-academic fees, which are not considered as qualified education expenses for tax purposes.

Secondly, Box 1 on the 1098-T only includes payments received within the same calendar year as the QTRE is charged. Charges for each Spring semester are dated January 1 of each calendar year, so payments must also occur within that same calendar year to be reportable.

The best and most accurate source of information about the amounts paid for Qualified Tuition and Related Expenses will be the student account statement for the calendar year in question.

In certain instances, you may be able to use your personal payment documentation to support claiming a tax credit even when it is not reported on the 1098-T, but we encourage you to consult with a qualified tax advisor before doing so.

Why didn't Benedictine College provide me with a 1098-T?

Benedictine College is not required, by the IRS, to furnish a Form 1098-T in the following instances:

Payments for courses for which no academic credit is offered, or the course work does not lead to a postsecondary degree, even if the student is otherwise enrolled in a degree program.

Students for whom the college does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between Benedictine College and a third party.

What are qualified and non-qualified expenses?

As determined by the federal government, **Qualified Tuition and Related Expenses (QTRE)** are defined as expenses required by and paid to the institution for enrollment purposes. They include fees for tuition, mandatory facilities and access fee, academic course fees, study abroad program fees.

Nonqualified expenses are defined as room and board, orientation fee, parking tickets, fines, student athletic training fee, other similar personal living expenses.

As a result, the amount of Qualified Tuition and Related Expenses (QTRE) will likely be less than the total amount of money paid.

Since I received a Form 1098-T from Benedictine College, am I qualified for one of the education tax credits?

The taxpayer is responsible for determining eligibility. If you have questions about eligibility please check the IRS website, contact the IRS, or contact a tax advisor.

I did not receive a Form 1098-T because my school is not required to provide a Form 1098-T to me. Can I still claim an education credit for current tax year?

You may still be able to claim a credit, but it is taxpayer's responsibility to determine the eligible tax credit. If you have questions about eligibility please check the IRS website, contact the IRS, or contact a tax advisor.

How do I update my address on the 1098-T form?

Students may update primary address by contacting the Student Life Office at studentlife@benedictine.edu.

Why is the TIN/SSN field blank on my 1098-T form?

Benedictine College must file a 1098-T for you even if you did not share your Social Security Number (SSN) with Benedictine College and it is not included in your student record. If you

would like to add your SSN to the document, please contact us and we will provide the form for you to do so. Email us bcbusinessoffice@benedictine.edu or stop by the Business Office and we can provide a form for you to fill out.

I have a question about my 1098-T form. Who can I call for help?

If you have questions about your 1098-T form please contact the Business Office: by email bcbusinessoffice@benedictine.edu or by phone 913.360.7403.