



## IRS Form 1098-T Questions & Answers January 2019

**Q: *What is the IRS Form 1098-T?***

**A:** The Form 1098-T is a statement that institutions of higher education are required to issue to certain students. It provides the total dollar amount paid on your student account for what is referred to as “qualified tuition and related expenses” (QTRE) in a single tax year.

In previous years, your 1098-T included a figure in Box 2 that represented the qualified tuition and related expenses (QTRE) we *billed* to your student account for the calendar (tax) year. Due to a change to institutional reporting requirements under federal law, beginning with tax year 2018, Lakeland will report in Box 1 the amount of QTRE you *paid* during the year.

Depending on your income (or your family’s income, if you are a dependent), whether you were considered full or half-time enrolled, and the amount of your qualified educational expenses for the year, you **may** be eligible for a federal education tax credit. (You can find detailed information about claiming education tax credits in [IRS Publication 970](#), page 9.)

The dollar amounts reported on your Form 1098-T may assist you in completing IRS Form 8863 – the form used for calculating the education tax credits that a taxpayer may claim as part of your tax return.

**Q: *How do I access my Form 1098-T?***

**A:** Please use the following instructions as Forms 1098-T are no longer mailed:

- Login to my.lakeland.edu.
  - If you forgot your password, please select the “Office 365 Password Self-Reset Instructions,” located on the left side of the screen.
- Click “Student” tab
- Click “Student Accounts” on the left side of the screen. See below.
- Under “Account History/1098T” on the right side of the screen, click “Tax Form 1098T 2018.”
- Select the 1098T PDF.
- All current and former students will be able to access Form 1098-T in this manner.

**Q: *What information is provided on Form 1098-T?***

**A:** Lakeland University is required by the IRS to furnish information in Box 1, Payments Received for Qualified Tuition and Related Expenses.

Additionally, Lakeland provides information on Scholarships and Grants, if applicable to the student, in Box 5 and/or Box 6.

**Q: *What are considered Qualified Tuition and Related Expenses (QTRE)?***

**A:** QTRE includes tuition; fees, including lab fees; and course materials paid by a student that are required for enrollment in a course. Amounts paid for room, board, insurance, interest, fines, and other charges are excluded.

**Q: *What are considered Scholarships and Grants?***

**A:** Scholarships and grants are payments received from third parties, including payments received from governmental and private entities. Below are examples of qualified Scholarships and Grants:

- Corporation or employer payments under a third-party billing arrangement
- Department of Defense Tuition Assistance payments and/or support for service members and dependents
- Federal Pell, SEOG, or state grants, including vocational rehabilitation grants
- Institutional scholarships or grants
- Scholarships from a third party, including a private nonprofit or other organization, if processed by Lakeland as a scholarship or grant
- Scholarships restricted to room and board
- Veteran's benefits (Chapter 31, Chapter 33, and Yellow Ribbon)

Below are examples of items that do not meet the criteria of a qualified Scholarship and Grant:

- AmeriCorps payments
- Corporation or employer payment on account that are not administered or processed by the institution
- Tuition remission (waiver)
- Tuition exchange (waiver)
- Private payments on account, such as a family trust or §529 plan
- Veteran's benefits (Chapter 30)

**Q: *I did not receive a Form 1098-T. Should I expect one?***

**A:** Lakeland is not required to produce Form 1098-T for students enrolled in courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program.

**Q: *My SSN is incorrect on my form. What do I do?***

**A:** Lakeland solicits updated personal information each term upon registration. If you have not completed form W-9S via my.lakeland, you will need to follow instructions under the "Student Accounts" page and follow the prompts. If you have entered incorrect information, you will need to complete a paper form W-9S and submit it as noted below.

Please note that Lakeland is required to submit your personal information to the Internal Revenue Service. By law, you are required to provide your correct Taxpayer Identification Number (Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)) to the persons who are required to file information returns with the IRS. If you fail to furnish your correct SSN or ITIN to Lakeland University, you are subject to a penalty of \$50, imposed by the IRS, unless your failure is due to reasonable cause and not to willful neglect.

If you are not 18 years of age, a parent or guardian must sign a paper form on your behalf. Completed paper forms can be returned via the following:

Fax: 920-565-1060;  
Email: [studentaccounts@lakeland.edu](mailto:studentaccounts@lakeland.edu); or  
US Mail: Lakeland University  
Attn: Bursar  
W3718 South Drive  
Plymouth, WI 53073

You may print the IRS Form W-9S here: <https://www.irs.gov/pub/irs-pdf/fw9s.pdf>.

Q: ***What do I do with this form?***

A: Lakeland University cannot provide tax advice. Please contact your accountant or tax preparer for assistance.

Lakeland University's Volunteer Income Tax Assistance (VITA) program does offer to eligible individuals free tax preparation services. Please contact Brett Killion at 920-565-1000 ext. 2290 with questions.

Q: ***How do I get a copy of my form?***

A: All current and former students should be able to access the form online. Upon request, Lakeland will also mail or fax a copy of Form 1098-T to you. For security purposes, Lakeland is unable to email the form.

Q: ***Who do I contact if I have questions on the content of my form?***

A: Please contact the Business Office at 920-565-1000 ext. 2223 or [businessoffice@lakeland.edu](mailto:businessoffice@lakeland.edu).