



IRS Form 1098-T Questions & Answers January 2017

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 charged to your student account for what is referred to as “qualified tuition and related expenses” (QTRE) in a single tax year.

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 Accounts” on the left side of the screen. See below.
- Under “Spring Invoice/Book Credit/1098T” on the right side of the screen, click “2017 1098T.”
- Select the 1098T PDF.
- All current and former students will be able to access Form 1098-T in this manner.

You are here: [Trad Undergrad Students](#) > [Student Accounts](#)

Trad Undergrad Students

- Home
- Registration Page
- Academics
- Student Accounts**
- 2015 Commencement Ceremony
- Financial Aid - Trad UG Program
- Student Survey

Quick Links

- My Pages
- Faculty and Staff Directory
- Room and Space Reservations
- Facilities Work Request System

Student Accounts

Announcements

If you have any questions regarding your account please contact the Student Accounts Office at 920-565-1032 x 2378 or the Business Office at 920-565-1032 x 2379. Spring charges will not be on the Course and Fee statement until the first day of the upcoming spring charges and aid scroll down to Spring Invoice. Spring charges will not be on the Course and Fee statement until the first day of the

2015 Tax Information will be available mid-January

CASHNet My Account Info

- [My Account Balances](#)
- [Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Credit Cards Accepted: MASTERCARD, DISCOVER, and VISA.
There is No Service Fee for E-Check Payments or ACH transfers.

Select a Payment Option

Spring Invoice/Book Credit/1098T

- [Spring Invoice](#)
- [Lakeland College Book Agreement](#)
- [Transaction History 2014](#)
- [Tax Form 1098T 2014](#)
- [Transaction History 2013](#)
- [Tax Form 1098T 2013](#)
- [Transaction History 2012](#)
- [Tax Form 1098T 2012](#)

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

A: Lakeland University is required by the IRS to furnish information in EITHER Box 1, Payments Received for Qualified Tuition and Related Expenses, OR Box 2, Amounts Billed for Qualified Tuition and Related Expenses, but not both. Lakeland has elected this year, as in previous years, to report Box 2.

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 billed to a student that are required for enrollment in a course. Amounts billed 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)

Waivers of tuition will be reported as a reduction in the QTRE in Box 2.

Q: *The information on my Form 1098-T Box 2 seems too low. What do I do?*

A: It is possible that a tuition waiver, such as tuition remission, has been netted in Box 2, which will decrease the amount billed for QTRE.

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 meeting one or both of the following exceptions:

- Courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program.
- Students whose QTRE is entirely waived or paid entirely with scholarship.

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

A: You will need to complete form W-9S, located under “Student Accounts Links” and mail, fax, or deliver in person to the Business Office at WAK 112. Please allow a minimum of 5 business days for processing.

Q: *My tax preparer is asking for Box 1 to be completed. What do I do?*

A: Lakeland is only required by the IRS to furnish information in Box 1 or Box 2. It has elected, as in previous years to report Box 2. Lakeland cannot change reporting on a student-by-student basis. Therefore, Lakeland is unable to produce a Form 1098-T with this information. If you have questions regarding payments made, please refer to your billing statements.

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: *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.