



1098-T Frequently Asked Questions

Question: What is a 1098-T?

Answer: 1098-T form is the information return that colleges and universities are required to issue for the purpose of determining a student's eligibility for the American Opportunity Credit and Lifetime Learning education tax credits. At the Community College of Philadelphia, we report charges for amounts billed for qualified tuition and related expenses, prior year adjustments, and grants and scholarships.

Question: How may I obtain a copy of my 1098-T?

Answer: Log into MyCCP and under Financial Services, click on Tax Notification link and enter the year 2013 to retrieve the most current 1098-T on file.

Question: Can I get a copy of last year's 1098-T?

Answer: Yes, provided that a form was issued to you. Repeat the steps for accessing the current year form and enter 2012 instead to retrieve prior year.

Question: Did the College send a copy of this form to the IRS?

Answer: Yes. Section 6050S of the Internal Revenue Code, as enacted by the Taxpayer Relief Act of 1997, requires institutions to file information returns to assist taxpayers and the Internal Revenue Service in determining eligibility for the American Opportunity Credit and Lifetime Learning education tax credits. The annual deadline for the College to file the required tax information electronically is April 2, although data may be transmitted earlier as circumstances allow.

Question: What am I supposed to do with the 1098-T form?

Answer: Keep it for your records. Since the College sends your 1098-T information to the IRS, there is no need to attach a copy of the form to your tax return. The information contained in the 1098-T will help you to determine if you may claim the eligible education credits using IRS Form 8863.

Question: The Social Security Number (SSN) on my form is missing or incorrect. What should I do?

Answer: Reporting to the IRS depends primarily on your SSN, so it is very important for you to have the correct information on file with the College. Please complete the W-9 form on the last page of this document and return it to the Office of the Bursar before March 15, 2014.

The annual deadline for the College to file 1098-T tax information electronically with the IRS is March 31, although data may be transmitted earlier as circumstances allow. Please make sure any updates are completed before mid-March to ensure accurate filing.

Question: The name on my form is incorrect. What should I do?

Answer: Your name is a key element of your tax information, so be sure to submit changes to the College as soon as possible. All name changes are handled by the Office of Records and Registration. After your name has been updated, please contact us at bursarsoffice@ccp.edu or at 215-751-8130.

Question: What does an amount in Box 2 mean?

Answer: **Box 2** represents the amount billed for qualified tuition and related expenses. The amount reported is the total amount billed less any reductions in charges made during the calendar year that relate to the amounts billed for qualified tuition related expenses during the same calendar year. The amount reported is not reduced by scholarships and grants reported in box 5.

Question: Why are Boxes 1, 3, 9. And 10 blank?

Answer: These boxes are blank because the information is not applicable to the CCP as the filer of your 1098-T.

- **Box 1** ("Payments received for qualified tuition and related expenses") is blank because CCP reports "Amounts billed" instead. The IRS provides the option for schools to report either "Payments received" in Box 1, **or** "Amounts billed" in Box 2, but not both.
- **Box 3** ("Check if you have changed your reporting method for 2011") is blank because CCP has not changed its reporting method from a previous tax year, and continues to report "Amounts billed," not "Payments received."
- **Box 9** Graduate-level courses, since CCP does not offer post-bachelors level courses this box is blank
- **Box 10** ("Ins. Contract reimb./refund") is blank because CCP is not an insurer.

Question: What does an amount in Box 4 mean?

Answer: Box 4 ("Adjustments made for a prior year") shows any refunds during the current year for amounts billed of "qualified tuition and related expenses" reported on a 1098-T for a prior tax year.

Question: What does an amount in Box 5 mean?

Answer: Box 5 ("Scholarships or grants") shows the net amount of certain forms of educational assistance that were received or applied to your student account during the tax year (January - December), regardless of the quarter for which the funds originally were intended. Note that the amount in Box 5 may include fee payments and other credits, as well as checks. Any subsequent adjustments or reductions to educational assistance that occurred in the same tax year are summed into the amount. The net amount is sent to the IRS.

The IRS states that there is "no double benefit allowed." This means that if you pay tuition with certain forms of educational assistance, on which you do not pay taxes, you must reduce any education credit you claim by those amounts. See "No Double Benefit Allowed" in Chapter 2 (American Opportunity Credit), or "No Double Benefit Allowed" in Chapter 3 (Lifetime Learning Credit) of Publication 970: Tax Benefits for Education for more information. Reportable forms of education assistance are not limited strictly to scholarships and grants, but may include funds received from employers or sponsors.

Question: What does an amount in Box 6 mean?

Answer: Box 6 ("Adjustments to Scholarships or grants for a prior year") shows an amount if "scholarships or grants" that were reported on a 1098-T for a prior year were subsequently adjusted or reduced in the current tax year. For example, if you received Fall 2010 Pell Grant in September 2010, it would be reported as "scholarships or grants" on your 1098-T for 2010. If the grant amount later was adjusted or reduced in January 2011, and the charge to your student account was paid, the amount cannot be summed into Box 5. It must be reported separately in Box 6 for tax year 2011.

Question: What does the check mark in Box 7 mean?

Answer: Box 7, if checked, indicates that "Amounts billed" in Box 2 include "Pre-billed tuition and related expenses". These fees are those billed during the tax year for a quarter beginning in the first 3 months of the following tax year. At CCP, only Spring registration fees fit into these criteria, because fees are due and payable in December of one tax year for instruction beginning in January of the following tax year.

Question: What does the check mark in Box 8 mean?

Answer: Box 8, if checked, indicates that you were considered to be "enrolled at least half-time" for one or more quarters during the tax year. At CCP, "at least half-time" means that you were enrolled in 6 or more units for any term.

In order to claim the American Opportunity Credit, a student must be enrolled at least half-time in a program that leads to a degree, certificate, or other recognized educational credential for at least one academic period beginning during the tax year. (See "Who is eligible" in IRS Publication 970: Tax Benefits for Education for more information. Note that a check mark does not guarantee your ability to claim the American Opportunity Credit, as additional eligibility requirements must be met. Also note that the workload requirement does not apply to the Lifetime Learning Credit, which is allowed for any level of enrollment.

The information provided here is NOT tax advice. It is offered only as general information for CCP students and their families. Please consult a qualified tax expert for advice on computing, claiming, or determining qualification for any tax benefit.