1098-T Frequently Asked Questions

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.

Question: What is a 1098-T anyway?

Answer: The 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 the Financial Services channel, click on the “Tax Notification” link and enter the year 2015 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 above for accessing the current year and enter the prior year (ie: 2014) instead.

Question: Did you 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 March 31st, although data may be transmitted earlier as circumstances allow.
**Question:** What am I supposed to do with the 1098-T form?

**Answer:** Share it with your tax advisor and then 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 and/or my name is 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. Your name is also a key element of your tax information, so be sure to submit changes to the College as soon as possible.

To update your SSN, please bring your Social Security card, along with a photo ID to Enrollment Central on the main campus (Bonnell Lobby) or Enrollment Central at any of the regional centers.

To update your name, please bring a photo ID to Enrollment Central on the main campus (Bonnell Lobby) or Enrollment Central at any of the regional centers.

After updating your information, please e-mail bursaroffice@ccp.edu to request a revised 1098-T. Upon receipt of your e-mail, we will provide you with an updated copy of your 1098-T within 5 business days.

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

**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 in Box 2 is not reduced by the 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 2015) is blank because CCP has not changed its reporting method since the previous tax year and continues to report "Amounts billed," as opposed to "Payments received."

• **Box 9** (Graduate-level courses) is blank because CCP does not offer any graduate level courses.

• **Box 10** (Ins. Contract reimb./refund) is blank because this box is used to report insurance reimbursements and refunds and 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 included in "qualified tuition and related expenses" reported on the 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 1 – December 31), regardless of the semester for which the funds originally were intended. For example, if you received a disbursement for a Fall 2015 Pell Grant in 2015, the amount of the disbursement would be included in Box 5. Note that the amount in Box 5 may include third party and outside scholarship payments. Any subsequent adjustments or reductions to educational assistance that occurred in the same tax year are summed into this 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 other third parties (ie: 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 a Fall 2014 Pell Grant disbursement in September 2014, it would be reported as "scholarships or grants" on your 1098-T for 2014. If the grant amount was later adjusted or reduced in January 2015 that change would be reflected in Box 6 for tax year 2015.
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 semester beginning in the first 3 months of the following tax year. At CCP, only Spring registration fees fit into this 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 semesters during the tax year. At CCP, "at least half-time" means that you were enrolled in 6 or more credits for any semester.

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.*