



1098-T Tax Form - Frequently Asked Questions

Q: What is the 1098-T tax form?

A: The 1098-T tax form is a Tuition Statement provided by higher education institutions to all eligible students who pay enrollment fees (including non-resident tuition) during the calendar year. The 1098-T form may be used by students or parents to claim the American opportunity tax credit (formerly “Hope credit”) or Lifetime Learning Credit on their federal income tax returns.

More information on the 1098-T form can be found at www.irs.gov or by contacting the IRS at: 1-800-829-1040.

Q: When will the 2016 1098-T tax form be available for eligible students?

A: Eligible students who selected “Electronic” delivery of their 1098-T tax form ([e-Tax](https://studentweb.sdccd.edu/e-tax/)) can download their 2016 1098-T tax form beginning on January 23, 2017 at the e-Tax website (<https://studentweb.sdccd.edu/e-tax/>). The [Student Web Services](#) – News & Information section also has current information on the 1098-T tax form.

Eligible students who selected “Paper” delivery of their 2016 1098-T tax form will have their form mailed out to them by January 31, 2017. **Important:** Students have to consent to “Print” delivery of the 2016 1098-T tax form *before* January 7, 2017 in order for their 2016 1098-T tax form to be mailed to them.

Q: I signed up for “Electronic” delivery of the 1098-T form (e-Tax), where do I go online to obtain my 2016 1098-T form?

A: The 2016 1098-T form (e-Tax) will be available for download at the e-Tax website (<https://studentweb.sdccd.edu/e-tax/>) beginning on January 23, 2017. Eligible students will also receive e-mail notification that their 2016 1098-T tax form is available for download.

Q: I signed up for “Paper” delivery of the 2016 1098-T form, but did not receive it. Why not?

A: The 2016 1098-T forms will be mailed out to eligible students by January 31, 2017.

Important: Students have to consent to “Print” delivery of the 2016 1098-T tax form *before* January 7, 2017 in order for their 2016 1098-T tax form to be mailed to them.

Q: I tried to download my 1098-T tax form at the e-Tax website, but received an error. What should I do?

A: Ensure the pop-up blocker in the light yellow horizontal bar is enabled, at least temporarily, for the 1098-T tax form to display. After enabling the pop-up blocker, please try again.



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A: If you still encounter problems and receive a bug error message, then there is a possibility you have extra security on your computer or another problem that may be blocking the 1098-T form from displaying properly. The 1098-T tax form works best on a PC using Internet Explorer.

Please send the following information to etax@sdccd.edu (use the e-mail address you have on file on Reg-e for security purposes) and you will receive a response within 1-2 business days.

1. Name and CSID Number
2. Type of computer used (e.g. PC or Macintosh)
3. Type of web browser (e.g. Internet Explorer, Mozilla, Firefox, Safari, etc.)

Q: How do I know if I am eligible to receive a 2016 1098-T tax form?

A: Students who paid for their enrollment fees, including non-resident tuition, less any refunds or Board of Governors Waivers (BOGW) during the 2016 **calendar** year can expect to receive a 2016 1098-T tax form.

Q: I am an international student and paid enrollment fees and non-resident tuition last year. Will I also receive a 1098-T tax form?

A: Beginning in 2014, international students who did *not* have a Social Security Number (SSN) or an Individual Tax Identification Number (ITIN) on their student record will *not* receive a 1098-T tax form, unless requested, as per IRS 1098-T Instructions.

International students can request a 2016 1098-T tax form by sending an e-mail request to etax@sdccd.edu. Note: use the e-mail you have on file on Reg-e for security purposes. The production of a 2016 1098-T tax form for international students can take up to 15 business days. Please take this production time into consideration for the April 17th tax deadline.

Q: I did not receive a 2016 1098-T tax form, why not?

A: There are several reasons why a student may not receive a 1098-T tax form:

- 1) If you received a Board of Governors Waiver (BOGW), then no 1098-T form was issued as the BOGW waived your enrollment fees.
- 2) If you attended in Spring 2016 and paid your enrollment fees in November or December 2015, then your enrollment fees were included on your **2015** 1098-T form.
- 3) If a third party paid for all your enrollment fees, then you would not receive a 1098-T form.
- 4) If you paid for your enrollment fees, but dropped all your classes and received a refund during 2016, then you would not receive a 2016 1098-T form.
- 5) If your address on record is out of date, your 1098-T form may have been returned. Please go to Reg-e at <https://studentweb.sdccd.edu/reg-e/> to verify your address and update your contact information. Go to the [e-Tax](#) website to download your form.



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Q: Where can I get a duplicate copy of my 2015 1098-T tax form (or a 1098-T form from an earlier year)?

A: 1098-T Tax forms from **2010 forward** can be downloaded at the e-Tax website at <https://studentweb.sdccd.edu/e-tax/>.

If you are unable to download a copy of your 1098-T tax form, send an e-mail request to etax@sdccd.edu and include your Name, CSID number and tax year(s). Note: use the e-mail you have on file on Reg-e for security purposes.

The 1098-T form will be mailed to the address you have on record. Please go to Reg-e at <https://studentweb.sdccd.edu/reg-e/> to ensure your address is current (and to update your contact information).

Q: Why is my Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) required for the 1098-T tax form?

A: Federal regulations require students to furnish their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for federal reporting requirements. These requirements apply to any student, regardless of whether the student seeks or intends to seek the American opportunity tax credit (formerly "Hope credit") or Lifetime Learning Credit.

A student who does not provide their SSN or ITIN upon request by the educational institution can be subject to a fine imposed by the IRS.

Q: Why does the "STUDENT'S social security number" field on my 1098-T tax form display "NOT PROVIDED" rather than my Social Security Number or Individual Taxpayer Identification Number?

A: Students who did **not** provide their Social Security Number or Individual Taxpayer Identification Number when they applied to San Diego City, Mesa or Miramar College will have "NOT PROVIDED" in the "STUDENT'S social security number" field on their 1098-T tax form.

As mentioned above, students who do not provide not provide their Social Security Number or Individual Taxpayer Identification Number upon request by the educational institution can be subject to a fine imposed by the IRS.

Q: What is San Diego City, Mesa and Miramar College's Federal Tax ID number?

A: San Diego City, Mesa and Miramar Colleges are in the San Diego Community College District (SDCCD) and all three colleges have the same Federal Tax ID number filed under SDCCD. The Federal Tax ID number can be found on the 1098-T Tax form in the "FILER'S federal identification no." field.



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Q: I was a student last year, but did not receive a 1098-T Tax form for 2016 because my enrollment fees were waived. How do I obtain San Diego City, Mesa or Miramar College's Federal Tax ID number?

A: Please submit a request for the Federal Tax ID to the etax@sdccd.edu e-mail address. Please indicate your name, CSID number and the reason for your request in the e-mail. Please also use your e-mail address on Reg-e for security purposes.

If you prefer to mail or fax in your request, please indicate your name, CSID number, the reason for your request and then sign and date your letter.

Mailing Address: SDCCD, ATTN: 1098-T request
3375 Camino del Rio South, Suite 100
San Diego, CA 92108
Fax Number: (619) 388-6946, ATTN: 1098-T Request

Q: Why am I receiving a 1098-T tax form when I never attended San Diego City, Mesa or Miramar Colleges?

A: If you took a Fire or Police continuing education class, there is a strong possibility the class was offered through one of our colleges and your class fees were enrollment fees.

Q: What is included as payments received for qualified tuition and related expenses (Box 1) on the 1098-T tax form?

A: Qualified tuition and related expenses (Box 1) for community colleges includes enrollment fees and non-resident tuition, less any refunds and Board of Governors Waivers (BOGW) during the calendar year.

The following expenses do not qualify as tuition and related expenses (Box 1) for community colleges: 1) health fees; 2) books; 3) room and board; 4) parking permits; and 5) bus passes.

Q: How do I claim a tax credit and am I required to do this?

A: College staff cannot determine if you qualify for a tax credit or respond to tax questions. Please contact the IRS for more information at www.irs.gov or at 1-800-829-1040 or consult your tax preparer.

Q: Why isn't Box 8 (at least half-time status) checked on my 1098-T tax form?

A: Box 8 is checked if you were enrolled in *any* of the following:

- a minimum of 6 units during Spring 2016 or
- a minimum of 3 units during Summer 2016 or
- a minimum of 6 units during Fall 2016



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Q: I am not eligible to receive a 1098-T tax form. Can a 1098-T tax form be still produced for me?

A: Per IRS regulations, educational institutions cannot produce a 1098-T tax form for students who are not eligible to receive one.

Q: Who do I contact if I have additional questions?

A: Please send an e-mail to etax@sdccd.edu (use your e-mail address on Reg-e for security purposes) and include your name and CSID number with your question. You will receive a response within 1-2 business days (during peak periods, the response time may be longer).

IMPORTANT: Due to heavy volume, please plan to submit your questions no later than Wednesday, April 5, 2017 to receive an answer in time for you to complete your taxes.