



## 1098-T Tax Form - Frequently Asked Questions

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**IMPORTANT:** The online e-Tax site is no longer available for students to download 1098-T tax forms from **2018** and earlier, as the San Diego Community College District has migrated to a new administrative system.

To retrieve your 1098-T form from **2018** and earlier, please send an email request to [etax@sdccd.edu](mailto:etax@sdccd.edu) and include your student ID number, full name, and ensure you are using the email address associated with your student record for security purposes.

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**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.

For the 2019 1098-T tax form, the information from two systems was combined to produce the form, as we migrated to a new administrative system.

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

**Q: When will the 2019 1098-T tax form be available for eligible students?**

A: Eligible students had their 2019 1098-T tax form mailed to them on January 31, 2020 and are able to download the form (if “Electronic” consent was previously granted).

Eligible students who selected “Electronic” delivery of their 1098-T tax form (e-Tax) can download their 2019 1098-T tax form at [mySDCCD](http://mySDCCD).

Students who did not consent to “Electronic” delivery of their 2019 1098-T tax form had their form mailed out to them on January 31, 2020. Students can still go to [mySDCCD](http://mySDCCD) and grant consent to download their 2019 1098-T tax form, even though their form has already been printed and was 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 2019 1098-T form?**

A: The 2019 1098-T form (e-Tax) is available for download at [mySDCCD](http://mySDCCD). Eligible students also received e-mail notification (and instructions on how to download the form) that their 2019 1098-T tax form is available for download.



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**Q: I do not have a [mySDCCD](#) student portal account, how do I obtain my 2019 1098-T form?**

**A:** This is a two step process. First, students need to set up their [mySDCCD](#) student portal account. The link to enroll in the mySDCCD portal: <https://sdpss.sdccd.edu/enroll/>

When entering your information to verify your identity, please note the following:

- 1) Your 10 digit User ID is your 7-digit CSID with three zeros at the beginning. For example, if your CSID is '1234567', your User ID should be '0001234567'.
- 2) Enter your 8-digit date of birth: mmddyyyy
- 3) Be sure to use the email address we have on file. [If you are also an employee, you must use your SDCCD email.]

Second, please follow the navigation to grant consent to download your 1098-T tax form:

- 1) Click on the College Student Dashboard
- 2) On the left navigation, click on “My Finances”
- 3) Click on “View 1098-T Tax Form”

Please contact [etax@sdccd.edu](mailto:etax@sdccd.edu) for additional assistance or to request your 1098-T form.

**Q: I signed up for “Electronic” delivery of the 1098-T form (e-Tax), where do I go online to obtain my 2018 and earlier 1098-T form?**

**A:** The online e-Tax system is no longer available for students to download 1098-T tax forms from 2018 and earlier, as the San Diego Community College District has migrated to a new administrative system.

To retrieve your 1098-T form from 2018 and earlier, please send an email request to [etax@sdccd.edu](mailto:etax@sdccd.edu) and include your student ID number, full name, and ensure you are using the email address associated with your student record for security purposes.

**Q: How do I know if I am eligible to receive a 2019 1098-T tax form?**

**A:** Students who paid for their enrollment fees, including non-resident tuition, less any refunds or California College Promise Grants (CCPG, formerly Board of Governors Waiver or BOGW) during the 2019 calendar year (January 1, 2019 – December 31, 2019) can expect to receive a 2019 1098-T tax form.



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**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 2019 1098-T tax form by sending an e-mail request to [etax@sdccd.edu](mailto:etax@sdccd.edu). Note: use the e-mail you have on file for security purposes. The production of a 2019 1098-T tax form for international students can take 15-20 business days, but every effort is made to produce them sooner. Please take this production time into consideration for the April 15<sup>th</sup> tax deadline.

**Q: I did not receive a 2019 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 California College Promise Grant (CCPG), then no 1098-T form was issued as the CCPG waived your enrollment fees.
- 2) If you attended in Spring 2019 and paid your enrollment fees in November or December 2018, then your enrollment fees were included on your **2018** 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 2019, then you would not receive a 2019 1098-T form.
- 5) If your address on record is out of date, your 1098-T form may have been returned. Please go to [mySDCCD](#) to verify your address and 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 “\*\*\*\*\*” or “NOT PROVIDED” rather than my Social Security Number or Individual Taxpayer Identification Number?**



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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 either “\*\*\*\*\*” or “NOT PROVIDED” in the “STUDENT’S TIN” field on their 1098-T tax form.

As mentioned above, students who do **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.

**Q: I was a student last year, but did not receive a 1098-T Tax form for 2019 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](mailto: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 your student record 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 California College Promise Grants (CCPG) during the calendar year.



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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](http://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 2019 or
- a minimum of 3 units during Summer 2019 or
- a minimum of 6 units during Fall 2019

**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](mailto:etax@sdccd.edu) (use your e-mail address on [mySDCCD](http://mySDCCD) 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 Thursday, April 1, 2020 to receive an answer in time for you to complete your taxes.