



The student tuition tax forms are mailed by January 31<sup>st</sup> of each year. Students need to be sure we have their correct address on file. These go to the student's PERMANENT address first according to the IRS rules. If we have no PR on the student, it goes to BILLING address, etc.

If we do not have social security number on a student they WILL NOT receive a form. Non-resident aliens DO NOT receive these forms. Students taking Non-credit classes DO NOT receive a form. 0.00 amounts DO NOT receive a form.

Here is a brief explanation of certain fields of the 1098-T

Box 2 is for TUITION AND FEE charges (COF charges are included in box 2).

NOTE: The COF-voucher (AVOU) is NOT INCLUDED on the form, as this is technically neither a scholarship nor grant.

Box 4 is SCHOLARSHIPS-GRANTS

NOTE: if box 4 is greater than box 2 (i.e. scholarships and grants overpaid tuition and fees) NO FORM is required and the student will not get a 1098-T.

Box 3 or 5 are adjustments for prior years.

Students can review their information via the web by logging into MavZone and looking under your students tab. On the left hand side under quick links choose Tax Notifications under the Student Records heading. *We cannot reprint these forms, if a student loses theirs they will need to access via the web.*

It is the taxpayer's responsibility to document what they actually paid out of pocket. If they have any questions about the form or how it should be used, they need to consult a tax professional.