

# 1098-T Information

**Palm Beach State College will furnish a statement to each eligible individual.**

## **Who is not eligible?**

- Nonresident aliens will not receive a 1098-T.
- Qualified expenses waived or paid entirely by scholarship or grant.
- Qualified expenses covered by formal billing arrangement.

## **What types of expenses are eligible and not eligible for 1098-T reporting purposes?**

<b>Eligible Qualified Tuition and Related Expenses (QT&amp;RE)</b>	<b>Not Eligible non-Qualified Tuition and Related Expenses</b>
<ul style="list-style-type: none"><li>• Registration Fees</li><li>• Special Course Fees attached to classes</li><li>• Student Activity Fees attached to classes</li><li>• Tuition</li></ul>	<ul style="list-style-type: none"><li>• Housing and dining costs</li><li>• Course related Books, Supplies and Equipment</li><li>• Fines</li><li>• Application fees</li><li>• Transcript fees</li><li>• Testing fees</li><li>• Non credit course fees (not part of a degree or certificate)</li></ul>

## **The method of reporting the fees a student has paid will be the Total Payments Received Method**

- Amount of payments received from any source for qualified expenses.
- Less any reimbursements or refunds made during the calendar year that relate to payments received during the same calendar year.
- Except scholarships that must be applied to expenses other than QT&RE.
- Includes any positive account balance that is applied toward current charges.

## **Adjustments for Prior Years**

- Reimbursements or refund of QT&RE expenses made during the calendar year that relate to payments received that were reported for a prior year.

## **Scholarships and Grants**

- Total amount ADMINISTERED and PROCESSED during the calendar year for the payment of the student's cost of attendance.

## **Adjustments to Scholarships**

- Adjustments to Scholarships and Grants for a prior year.
- Any reduction to the amount of scholarship(s) or grant(s) that were reported for a prior year.

### Other sources of information

- Contact a Tax Professional as to how the information reported on the 1098-T should be reported on the taxpayers tax return.
- Contact [www.irs.gov](http://www.irs.gov) for guidance or 1-800-829-1040.

### Verify your information in Workday

- It is important that the College has your current contact information in [Workday](#). You can update by selecting the **Academics** Application icon. Then select “**Change My Contact Information**”. Update the areas as needed and then click **Submit**.

### 1098-T forms will be available for eligible students by January 31<sup>st</sup>

- “*Go Paperless*” you can print your electronic 1098-T from Workday. Going paperless reduces the risk of documents being lost in the mail and will allow for speedier delivery of the form. Instructions can be found on the [Workday Student Training for Students](#) site, scroll down to Student Finance and look for 1098-T. If you have not selected paperless then your 1098-T form will be mailed to eligible students by January 31<sup>st</sup>.
- The information contained in the 1098-T will help you to determine if you may claim education tax credits using IRS Forms (you may want to see form 8863 instructions).

This information will be printed in each 1098-T form. This will hopefully help explain some of the information reported on the 1098-T form and where to find additional information if necessary.

Palm Beach State College is required to file IRS Form 1098-T for each student that the College has received Qualified Tuition and Related Expenses on your behalf. IF YOU ARE CLAIMED AS A DEPENDENT ON ANOTHER PERSON'S TAX RETURN (i.e. YOUR PARENT'S RETURN), THAT PERSON MAY BE ELIGIBLE TO CLAIM THE TAX CREDITS. GIVE THIS NOTICE TO THAT PERSON.

The College reports the payments received as the Qualified Tuition and Related Expenses. QUALIFIED TUITION AND RELATED EXPENSES that are reported on this form are payments received by the College for tuition and certain fees only. These payments do not include books, room and board, supplies, equipment or other non-academic activities or personal living expenses. As a result, the amount shown may be less than the total amount you paid to the College.

Amounts listed in Form 1098-T reflect current records of the College. It is the responsibility of the tax filers to report accurate information on their tax returns. The College cannot provide you with advice regarding your eligibility for tax credits, tax return reporting requirements, or your tax liability. You should consult a competent tax professional or the IRS concerning current tax laws and regulations and their potential effect on your tax return.

You may want to access your [Workday](#) account to get additional information concerning fees paid and the number of credit hours earned. Choose the **Academic** application icon, for course information and credits earned. You may also want to review your **Finances** application icon to review charges along with the **Financial Aid** information.

Additional questions can be directed to the Cashier's Office at (561) 868-3250 or [cashier@palmbeachstate.edu](mailto:cashier@palmbeachstate.edu). Please refer to Student Account Services [FAQs](#) for 1098-T Frequently Asked Questions.