

CHANGES TO FORM 1098-T

Due to a change in IRS requirements for 2018, Solano Community College reports amounts **paid less charges already reported in previous tax year**. (The prior practice reported amounts charged to the student, rather than amounts paid by the student).

All 1098T forms are mailed by January 31 of the following calendar. The 1098T forms are mailed to the main address the college has on file. If this address is incorrect or not the students' current address, the 1098T will be returned to the college. Students can also access their 1098T via MySolano (see instructions below).

Often there can be confusion since some charges may have been already reported on a previous tax year 1098T. For example, if a student took 12 units during Spring 2018, but enrolled in 7 of those units in December 2017 and 5 units in January 2018, then the 7 units and other fees charged in November or December 2017 would have been reported on the 2017 1098T ($\$7 \text{ units} \times \$46 = 322 + \$16 \text{ other fees; total } \338). Since the previous practice at the Solano Community College was to report fees charged and those fees were charged within the 2017 tax year, the fees cannot be reported twice. Only the difference between total paid \$568 in 2018 and the \$338 already reported, \$230, would be reported on the 2018 1098T.

If students receive financial aid (scholarships, grants, stipends, etc....) that covered their registration fees or they have a scholarship that paid their fees, they may not receive a 1098T because the amounts may cancel each other out.

WHAT ARE THE BOXES ON THE FORM 1098-T?

- Box 1 – Payments Received.
- Box 2 – Not applicable.
- Box 3 – Not applicable.
- Box 4 – Shows any adjustment made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T.
- Box 5 – Shows the total of all Financial Aid. Loans are not included.
- Box 6 – Shows adjustments to Financial Aid for a prior year.
- Box 7 – Shows whether the amount in Box 2 includes amounts for an academic period beginning in January-March of the next year.
- Box 8 – “Is not checked, but I was more than a half-time student.” Answer: If you only had scholarship funds and no tuition charges (Box 2), Box 8 will not be checked.
- Box 9 – Not applicable.
- Box 10 – Not applicable.

STEPS FOR RE-PRINTING 1098T FROM MYSOLANO

1. Sign into MySolano
2. Click on the Student Tab
3. On the right-hand lower side, under 1098T Tax Notification
4. Click on **1098-T**
5. Enter Tax Year
 - a. You can print 1098-T here as far back as 2009
6. Click Submit
7. Then Print

1098T Tax Notification

1098T

Box 5. Scholarships or Grants Enter the total amount of any scholarships or grants that you administered and processed during the calendar year for the payment of the student's costs of attendance.

Scholarships and grants **generally include all payments received from third parties** (excluding family members and loan proceeds). This includes payments received from governmental and private entities such as the Department of Veterans Affairs, the Department of Defense, civic and religious organizations, and nonprofit entities. However, see Exceptions, earlier. A scholarship or grant is administered and processed by you if you receive payment of an amount, whether by check, cash, electronic transfer, or other means, and such payment is designated as a grant or a scholarship by the payor, or the circumstances make it clear that the payment is a grant or scholarship. A Pell Grant is an example of a grant administered and processed by a college or university in all cases.

Box 6. Adjustments to Scholarships or Grants for a Prior Year Enter the amount of any reduction to the amount of scholarships or grants that were reported for any prior year after 2002.