



Tax Form 1098-T is available online!

You can download and/or reprint your Form 1098-T from a secure website after January 31st each year. Simply click on the website link provided below and enter the required information:

- Website www.tsc1098t.com
- Site ID 10298
- Username Your seven digit student ID number. If your student ID is less than seven digits, enter leading zeroes. For example, for student ID "9999" enter "0009999".
- Password Your temporary password is the last four digits of your Social Security Number (SSN). You will be asked to provide a permanent password once you log in. If you don't have an SSN on file with the school then you will not be able to log on to this website.
(NOTE: If you have ever logged on to this website your password is no longer the last four digits of your SSN. If you don't remember what your password is go to the website above and click "Forgot Password" and follow the instruction.)

FREQUENTLY ASKED QUESTIONS

➤ **Why did I get a Form 1098-T and what's changed?**

The Internal Revenue Service (IRS) requires 1098-T's be provided to most students who registered for classes, received financial aid, or scholarships during the tax year. Due to a change in institutional reporting requirements under federal law, beginning with tax year 2018, Box 1 was reported and includes payments made up to the qualified tuition and related expenses (QTRE) billed on your student account during tax year 2018. In previous tax years, 1098-T's included an amount in Box 2 that represented the QTRE billed to your student account for the tax year.

➤ **What is Form 1098-T for?**

The information on this form is furnished to both the IRS and the taxpayer and is used by the taxpayer in preparing his or her tax return. The information on this form may be used to claim education tax credits or the Tuition and Fees deduction if you qualify. The District cannot advise you about your eligibility for tax credits, deductions, or about the taxability of scholarships. See **Where do I go for tax advice?**

➤ **When was Form 1098-T sent out?**

The forms are mailed by January 31st each year for the previous calendar year. Please wait two weeks before calling or writing us for a replacement. Alternatively, you can look online to see if a Form 1098-T was sent to you. See **Form 1098-T is available on online!**

➤ **What if I didn't receive a Form 1098-T?**

Not all students will receive a Form 1098-T. You will only receive a Form 1098-T if:

- payments were made up to qualified tuition and related expenses billed within the previous calendar year (January 1st through December 31st); or
- you received a scholarship or grant within the previous calendar year;

If you registered for 2018 classes in 2017, that information was reported on your 2017 Form 1098-T, even if you paid for those classes in 2018. This is due to a change in reporting requirements from 2017 to 2018 and will not be the case in future years.

If you are an International student, you must provide your ITIN to obtain a 1098T form. See **I have an Individual Taxpayer Identification Number (ITIN) instead of a Social Security Number. What should I do?**



➤ **I have an Individual Taxpayer Identification Number (ITIN) instead of a Social Security Number. What should I do?**

The IRS uses ITIN's/SSN's to correctly identify individuals, so it is very important for you to have your ITIN on file with the college.

Provide the college Admission and Records Office with your valid ITIN. You cannot supply this information through the Insite Portal. This is done by submitting a Form W-9S (Request for Student's or Borrower's Taxpayer Identification Number and Certificate), the official IRS form used to state your ITIN (www.irs.gov). You need only to complete Part I of this form when requesting a 1098-T. Enter your ITIN in the spaces marked "Taxpayer identification number." This form along with a copy of the card or letter you received from the IRS assigning your ITIN and ID should be submitted to the college Admissions and Records Office.

Once the account is updated with the college Admissions and Records Office, you will need to contact the Accounting Department at the District Office to have the 1098-T form manually created. Corrections take 7 to 10 business days to process; please request changes well in advance of any appointments or deadlines. See **How do I contact you?**

➤ **What are qualified tuition and related expenses?**

Qualified tuition is any amount paid in order to attend one of our colleges or classes. This includes the standard enrollment fees, non-resident tuition, international enrollment fees, etc. Qualified tuition does not include amounts that were paid by others, e.g. Board of Governor's Fee Waiver.

Related expenses are expenses you paid in order to attend one of our colleges or classes. Some of our colleges require you to pay a student union fee before taking classes. This is a qualified related expense. Text books, transcript fees, parking permits, and similar costs are not defined by the IRS as a qualified related expense.

The District cannot give tax advice. See **Where do I go for tax advice?**

➤ **Why are scholarships and grants being reported?**

The IRS requires colleges to report the amount of any grants processed during the calendar year for the payment of the student's costs of attendance.

➤ **Where do I go for tax advice?**

The District cannot advise you about your eligibility for educational tax credits and deductions, nor about the taxability of scholarships and grants you received. IRS publications and forms to assist you are available on the IRS website at www.irs.gov or you may request them by calling 1-800-829-3676. If you still have questions please consult your tax preparer or the IRS at www.irs.ustreas.gov.



➤ **What if my Form 1098-T is wrong?**

If the only thing wrong with the form is the address, then no change is necessary on the form. See **How do I change my address?**

If you think the information in one or more of the boxes on the Form 1098-T is incorrect, see **What are qualified tuition and related expenses?** and **Why are scholarships and grants being reported?**

➤ **How do I change my address?**

You can go to the InSite Portal at <https://m.4cd.edu> and change your address. You can go to the college Admissions and Records Office you attend(ed) and request a change of address in person. You must bring proof of your identity with you. No changes can be made over the phone or by fax.

➤ **How do I contact you?**

If you need additional information:

Write to: Contra Costa CCD
 Form 1098-T Unit
 500 Court Street
 Martinez, CA 94553
(Include your name, return address, phone number and student ID number)

Call: (925) 229-6421
(Leave a message with your name, phone #, student ID and a brief message and someone will return your call within 3 business days)

College	Student Account/Residency Questions	Financial Aid/Scholarship Questions
Contra Costa College 2600 Mission Bell Drive San Pablo, CA 94806	Admissions and Records (510) 215-6027	Financial Aid (510) 215-6026
Diablo Valley College 321 Golf Club Rd. Pleasant Hill, CA 94523	Admissions and Records (925) 969-2084	Financial Aid (925) 969-2009
Los Medanos College 2700 East Leland Rd. Pittsburg, CA 94565	Admissions and Records (925) 473-7500	Financial Aid (925) 473-7525