



Internal Revenue Service Form 1098-T Information Return for 2016

● Form 1098-T is available on the internet!

You can download and/or reprint your 2016 Form 1098-T from a secure web-site on the internet after January 31st. Simply click on the link provided below and enter the required information:

- Link 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 SSN (Social Security Number). 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.)

● Why did I get a Form 1098-T?

The Internal Revenue Service requires 1098-Ts be provided to most students who registered for classes or received financial aid during the tax year. Qualified tuition and related expenses were reported based on amounts the student was billed and adjusted by any fee waivers or sponsor payments credited to the student's account.

● What is Form 1098-T for?

The information on this form is used to claim the Federal **Hope** tax credit, the **Lifetime Learning** tax credit, or the **Tuition and Fees** deduction if you qualify. The District cannot advise you about your eligibility for these tax credits and deductions, or about the taxability of scholarships. See ● Where do I go for tax advice? (on page 4).



Internal Revenue Service Form 1098-T Information Return for 2016

● **When was Form 1098-T sent out?**

The forms will be mailed by January 31st. Please wait **two weeks** before calling or writing us for a replacement. Alternatively, you can look on the internet to see if we sent a Form 1098-T to you. See ● [Form 1098-T is available on the internet](#) at the link listed above.

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

Not all students will receive a Form 1098-T for 2016. You will only receive a Form 1098-T if:

- We billed you for qualified tuition and related expenses in calendar year 2016 (January 1st through December 31st),
- We made an adjustment in 2016 to tuition billed to you in a prior year, and/or
- You received a scholarship or grant from us in 2016.

If we billed you for 2016 classes in 2015, that information was on your 2015 Form 1098-T, even if you paid for the classes in 2016. If we billed you for 2016 classes in 2016, that information is included on this year's Form 1098-T.

If you are an International student, you have to provide your ITIN to obtain a 1098T form (see page 3).

If your enrollment fees were paid for by a Board of Governor's Fee Waiver you will not receive a Form 1098-T. Only students, who were billed for qualified tuition and related expenses, or receive a scholarship or grant, will get a Form 1098-T. See ● [What is qualified tuition and related expenses?](#) (on page 3) and ● [Why are scholarships and grants being reported?](#) (on page 4)

● **What if I should have received a Form 1098-T but didn't get one?**

The most common reasons for not receiving a Form 1098-T are; 1) we do not have a valid current address for you, or 2) the form was lost in the mail. You can check on the Internet to see if we printed and mailed one to you. If we did, you can print a duplicate copy for yourself. See ● [Form 1098-T is available on the internet](#) (on page 1).



Internal Revenue Service Form 1098-T Information Return for 2016

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

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.

- Furnish the college Admission and Records Office with your valid ITIN. You cannot supply this information through the web site. 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 Admissions and Records Office.
- Once the account is updated with the Admissions and Records Office, you will need to contact the Accounting Department at the District Office to have the 1098-T form be created. (see contact information on page 5) Corrections could take 7 – 10 business days to process; please request changes well in advance of any appointments or deadlines.

● What is qualified tuition and related expenses?

Qualified tuition is any amount you are billed 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 are billed 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 are not defined by the IRS as a qualified related expense. Transcript fees, parking permits, and similar costs are also not qualified related expenses.

If you have any questions, see ● [Where do I go for tax advice?](#) (on page 4).



Internal Revenue Service Form 1098-T Information Return for 2016

● Why are scholarships and grants being reported?

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

If you have any questions, see ● [Where do I go for tax advice?](#) (below).

● 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. The following IRS publications and forms can help answer any questions you may have. If you have access to the Internet you can download them from the IRS web-site at www.irs.gov or you may request them by calling 1-800-829-3676.

- Publication 970 (Tax Benefits for Higher Education)
- Form 8863 (Education Credits)
- Form 1040 or 1040A instructions

If you still have questions please consult your tax preparer or the Internal Revenue Service 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?](#) to correct your address on our records (on page 5).

If you think the information in one or more of the boxes on the Form 1098-T is incorrect, see ● [What is qualified tuition and related expenses?](#) and ● [Why are scholarships and grants being reported?](#) before you contact us. If you still think there is an error, see ● [How do I contact you?](#) (on page 5).



Internal Revenue Service Form 1098-T Information Return for 2016

● How do I change my address?

You can go to Web-Advisor at www.4cd.edu and change your address.

You can go to the Admissions and Records Office at the campus you attended and request a change of address in person. You must bring proof of your identity with you. *No changes will be made over the phone or by fax.*

Contra Costa College 2600 Mission Bell Drive San Pablo, CA 94806	Diablo Valley College 321 Golf Club Road Pleasant Hill, CA 94523	Los Medanos College 2700 East Leland Road Pittsburg, CA 94565
	DVC San Ramon Campus 1690 Watermill Road San Ramon, CA 94582	LMC Brentwood Center 101A Sand Creek Road Brentwood, CA 94513

● How do I contact you?

We hope the preceding information has answered your questions. If you need additional information:

Write to us at:

**CCCCD
Form 1098-T Unit
500 Court Street
Martinez, CA 94553**

(Include your student ID number, return address, and phone number)

Or call us at:

(925) 229-6421

(This time of year is a very high call volume time, so if you get the voicemail please leave a message with your name, phone #, student ID and a brief message and someone will return your call within 24 business hours)