

**IRS Form 1098-T
FREQUENTLY ASKED QUESTIONS**

University Hall 365

Phone: (818) 677-8000, Option 2

Fax: (818) 677-7878

Mail Code: 8359

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NOTE: The University cannot advise you on your tax situation; only you and your Tax Professional can determine your eligibility for a credit.

1. What is a Form 1098-T?

The University is required to file a Form 1098-T (*Tuition Statement*) with the Internal Revenue Service (*IRS*) for CSUN students who were billed for *Qualified Tuition and Related Fees* during the calendar year. The Form 1098-T is used to compute eligibility for education related tax credits. CSUN only reports charges billed to your account during the calendar year, not payments collected.

BOX 1: Will always be blank. CSU, Northridge does not report payments.

BOX 2: Will include the following charges:

- Tuition Fees - Resident/Nonresident.
- Associated Student Fees.
- Instructionally-Related Activity Fees.
- Student Union Fees.
- Campus Quality Fees.
- Facilities Fees.
- Orientation Fees.
- Extended Learning having Academic Credits.

NOTE: *Student Health charges, Meal Plan, Housing, Parking, Labs and misc. fees are NOT included.*

2. When is my Form 1098-T available?

Students who elect to receive an electronic Form 1098-T may access their Form 1098-T via their CSUN portal account any time after **January 23rd** (estimated date.) Otherwise a paper copy will be sent via U.S. mail no later than **January 31st**.

3. How do I consent to receive my Form 1098-T electronically?

Your consent **must** first be given in order to view and print your Form 1098-T.

Follow the steps below to consent:

- Log into *myNorthridge* portal.
- Go to the *Financial Matters* tab.
- Under the *My Financial Obligations* section, select *Elect 1098T Electronically*.
- Select the *Grant Consent* box.
- Check *Yes, I have read the agreement*.
- Select *Submit*.

4. Can I get a copy of the Form 1098-T for prior years?

Yes, providing a form was generated for you.

Follow the steps below to view prior years Form 1098-T:

- Log into *myNorthridge* portal.
- Go to the *Financial Matters* tab.
- Under the *My Financial Obligations* section, select *1098T Detail Inquiry*.
- Select the *Tax Year* hyperlink to view the *1098 T Tuition Statement*.

5. How do I revoke my consent to an electronic Form 1098-T?

Your consent may be revoked at any time. A written request **must** be emailed to [Student Accounting](#) from your CSUN email account. A confirmation of your request will be sent via email. If you send a hard copy of your request, please provide a valid email address for confirmation.

NOTE: *Once consent is revoked, you will not be able to view or print the Form 1098-T for current or future years.*

6. Why am I getting a message **NO MATCHES FOUND**?

If you received this message while trying to access your Form 1098-T, it means that a form was not generated because of the following reasons:

- Grants, scholarships and/or sponsorships, including VA Chapter 31, 33 benefits posted to your account during the calendar year were equal to or greater than the total *Qualified Tuition and Related Fees* charged to your account.
- There were no *Qualified Tuition and Related Fees* charged to your student account during the calendar year which you were enrolled. For example, if you registered in November or December 2010 for the following Spring 2011 semester, those charges would be posted to your student account in the month of registration which would be included in the Form 1098-T for 2010 and not 2011. If no other registration took place in 2011, other than Spring, there would be no Form 1098-T generated for 2011.

7. Why did I not receive a Form 1098-T?

There are several possibilities:

- Reason for **NO MATCHES FOUND**.
- You were not enrolled at CSUN for any academic period in 2011.
- Your paper copy of the Form 1098-T was mailed to the address on record and returned by the Postal Service.

Remember to keep your contact information current in the *myNorthridge* portal as follows:

- Log into *myNorthridge* portal.
- Under *My Settings*, select *My Student Center*.
- In the *Personal Information* box, select *Home Address*.
- Select the *Edit* box and update your information.
- Select *OK*.

- Select *Save*.

8. My address listed on the Form 1098-T has changed. Will this affect me?

No. The address shown on Form 1098-T is irrelevant for IRS income tax filing purposes. The single most important information on the form is your social security number.

9. The Social Security Number (SSN) on my Form 1098-T is missing or incorrect. What should I do?

Reporting to the IRS depends primarily on your social security number. It is very important for you to have the correct information on file with the University.

Follow these steps to have a corrected Form 1098-T generated:

- Complete a [Correction of Demographic Information on Student Record](#) form.
- Submit the form **in person** to Admissions and Records.
- Contact Student Accounting after the correction is made by Admissions & Records.

NOTE: The University cannot advise you on your tax situation; only you and your Tax Professional can determine your eligibility for a credit.

FOR MORE TAX INFORMATION: Consult your Tax Professional or refer to the following:

[Internal Revenue Service](#) web site

Telephone: 800-829-1040

TTY: 800-829-4059

[Publication 970: Tax Benefits for Higher Education](#)

[Tax Topic 456: Student Loan Interest Deduction](#)

[FAQ: Hope & Lifetime Learning Educational Credits](#)

[FAQ: Education & Work-Related Expenses](#)

[Tax Trail: Student Loan Interest](#)

[Tax Trail: Deduction for Higher Education Expense](#)