

Sample 1098T

Instructions for Student

An eligible educational institution, such as a college or university in which you are enrolled, and an insurer who makes reimbursements or refunds of qualified tuition and related expenses to you must furnish this statement to you. You, or the person who can claim you as a dependent, may be able to claim an education credit on Form 1040 or 1040A, only for the qualified tuition and related expenses that were actually paid in 2012. To see if you qualify for the credit, see Pub. 970, Tax Benefits for Education; Form 8863, Education Credits; and the Form 1040 or 1040A instructions.

Institutions may report either payments received during the calendar year in box 1 or amounts billed during the calendar year in box 2. The amount shown in box 1 or 2 may represent an amount other than the amount actually paid in 2012. Your institution must include its name, address, and information contact telephone number on this statement. It may also include contact information for a service provider. Although the filer or the service provider may be able to answer certain questions about the statement, do not contact the filer or the service provider for explanations of the requirements for (and how to figure) any education credit that you may claim.

Student's identification number. For your protection, this form may show only the last four digits of your social security number (SSN). Individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN). However, the issuer has reported your complete identification number to the IRS and, where applicable, to state and/or local governments.

Account number. May show an account or other unique number the filer assigned to distinguish your account.

Box 1. Shows the total payments received in 2012 from any source for qualified tuition and related expenses less any reimbursements or refunds made during 2012 that relate to those payments received during 2012.

Box 2. Shows the total amounts billed in 2012 for qualified tuition and related expenses less any reductions in charges made during 2012 that relate to those amounts billed during 2012.

Box 3. Shows whether your institution changed its method of reporting for 2012. It has changed its method of reporting if the method (payments received or amounts billed)

used for 2012 is different than the reporting method used for 2011. You should be aware of this change in figuring your education credits. The credits are allowable only for amounts actually paid during the year and not amounts reported as billed, but not paid, during the year.

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. This amount may reduce any allowable education credit that you claimed for the prior year (may result in an increase in tax liability for the year of the refund). See "recapture" in the index to Pub. 970 to report a reduction in your education credit or tuition and fees deduction.

Box 5. Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of the education credit you claim for the year.

Box 6. Shows adjustments to scholarships or grants for a prior year. This amount may affect the amount of any allowable tuition and fees deduction or education credit that you claimed for the prior year. You may have to file an amended income tax return (Form 1040X) for the prior year.

Box 7. Shows whether the amount in box 1 or 2 includes amounts for an academic period beginning January-March 2013. See Pub. 970 for how to report these amounts.

Box 8. Shows whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at the reporting institution. If you are at least a half-time student for at least one academic period that begins during the year, you meet one of the requirements for the American opportunity credit.

Box 9. Shows whether you are considered to be enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized credential.

Box 10. Shows the total amount of reimbursements or related expenses made by an insurer. The amount of related expenses may reduce the amount of any education credit you claim for the year of the reimbursement (may result in an increase in tax liability for the year of the reimbursement).

If Box 7 is checked on the 1098-T form, this notation indicates that the Spring tuition charges and eligible fees that were billed in November or December, will be included in Box 2 even though the semester may not begin until January through March of the following calendar year.

CORRECTED

FILER'S name, street address, city, state, ZIP code, and telephone number Capital University 1 College and Main Columbus, OH 43209		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574	2011 Form 1098-T	Tuition Statement
		2 Amounts billed for qualified tuition and related expenses \$ 30,650.00			
FILER'S federal identification no. 31-4379435	STUDENT'S social security number 000-00-0000	3 If this box is checked, your educational institution has changed its reporting method for 2012 <input type="checkbox"/>		Copy B For Student	This is important tax information and is being furnished to the Internal Revenue Service.
STUDENT'S name Thomas A. Student		4 Adjustments made for a prior year \$	5 Scholarships or grants \$ 12,850.00		
Street address (including apt. no.) 1 College and Main		6 Adjustments to scholarships or grants for a prior year \$	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January-March 2013 <input checked="" type="checkbox"/>		
City, state, and ZIP code Columbus, OH 43209		8 Check if at least half-time student <input checked="" type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$	
Service Provider/Acct. No. (see instr.) 0000000					

Form **1098-T** (keep for your records) Department of the Treasury - Internal Revenue Service

Understanding Amounts – An Example

A typical freshman who begins in Fall semester 2012 will receive a 1098-T for that calendar year (not academic year) reflecting the two semesters billed during that year (Fall 2012 and Spring 2013) in (box 2), but only one semester (Fall 2012) of Scholarships or Grants (box 5).

For the next calendar year (2013), the student will get a 1098-T that reflects Scholarships or Grants (box 5) for the Spring 2013 semester and Fall semester 2013.

The 1098-T will also reflect charges (box 2) for the Fall 2013 and Spring 2014 semesters. Note that if the student also attends during Summer 2013, the 1098-T would include those charges and any scholarships/grants for that Summer. This timing difference will continue until the student graduates.

For more information, please visit <http://www.capital.edu/tax-relief>