

### **2013 1098T forms have been mailed**

All statements will be issued in the name of the student and will be mailed to the permanent address on file.

#### **When can I expect my 1098T to arrive?**

The IRS requires that all tax documents be mailed by January 31<sup>st</sup>. All 1098T forms will be mailed no later than January 31, 2014. This year, however, we have contracted with Vangent, Inc. and they will be making the forms available to you electronically as well. To retrieve your 1098T electronically:

- Launch a web browser and go to <http://tra.vangent.com>
- Click the "First Time Students" Button
- Enter your full First and Last name and your Banner ID
- Click Submit
- If records are present for you, you will be instructed to create an account. Follow the instructions on the website to create a free account and retrieve your 1098T. If records are not found for you or you have difficulty creating an account, use the "help" link in the left menu or contact Student Accounts.

#### **Why did I receive a 1098T?**

Bridgewater State University must provide a 1098T tax form to all students that had charges billed and/or scholarships and grants applied during the 2013 calendar year. The form can help determine if students/taxpayers are eligible for any tax credits. For further information on tax credits, please consult with a qualified tax professional or visit the IRS website <http://www.irs.gov/publications/p970/ar01.html>.

#### **What am I supposed to do with the 1098-T form?**

Keep it for your records. Since the University sends your 1098-T information to the IRS, there is no need to attach a copy of the form to your tax return.

#### **Can BSU provide tax advice?**

Please note that Bridgewater State University cannot provide tax advice. If you have any 1098T tax related questions regarding tax credits, eligibility or reporting, please consult with a qualified tax professional or the IRS website <http://www.irs.gov/publications/p970/ar01.html>.

**I need to know how much I paid during the calendar year. How do I obtain that information?**

Students and Authorized Users can log into the BSU Student Account Suite and run a payment history. Please log into the Student Account Suite at:

[https://secure.touchnet.com/C20026\\_tsa/web/login.jsp](https://secure.touchnet.com/C20026_tsa/web/login.jsp)

Once logged into the Suite, select the “Payments” tab. From there, select “Payment History.” At the next screen, scroll down to the last bulleted item, “Select the Time Period,” and change the dates to the calendar year, January 1, 2013 through December 31, 2013.

**I did not receive a 1098T, how do I request a copy?**

Students can obtain copies of their 1098T electronically through <http://tra.vangent.com>.

Students can also stop by Student Accounts, Boyden Hall, Room 107 and request a copy of their 1098T. Please note that photo ID is required. Copies of 1098T forms can also be mailed to the permanent address on file. Please note that we cannot fax 1098T information and we cannot mail this information to any address other than the permanent address on file.

**How do I obtain copies of a 1098T from a previous year?**

Students can request copies of a 1098T from a previous year. Please follow the instructions for requesting a copy of a 1098T listed above.