



## 1098-T Tax Forms

### Online access to 1098-T and Understanding Reportable Amounts

Online Access to 1098-T forms generated by Coconino Community College Accounts Receivable department are available through MyCCC.

#### How can I view my 1098-T online?

Log into the MyCCC web portal at (Ctrl + Click to follow link)

<https://myccc.coconino.edu/cas/login?service=https%3A%2F%2Fmyccc.coconino.edu%2F%2Fportal%2Flogin>

On the website menu bar, select Self Service (Web4). Once you are logged into your Web4 account, select the Student Services tab, Student Records, Tax Notification, Enter a Tax Year, and Submit. If you do not have a 1098-T for that Tax Year, you will be returned to the selection menu.

#### Understanding Your 1098-T

<input type="checkbox"/> CORRECTED					
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses	OMB No. 1545-1574  <b>2016</b>  Form <b>1098-T</b>		<b>Tuition Statement</b>  <b>Copy B For Student</b>  This is important tax information and is being furnished to the Internal Revenue Service. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
		2 Amounts billed for qualified tuition and related expenses			
FILER'S federal identification no.	STUDENT'S taxpayer identification no.	3 If this box is checked, your educational institution has changed its reporting method for 2016 <input type="checkbox"/>			
STUDENT'S name		4 Adjustments made for a prior year	5 Scholarships or grants		
Street address (including apt. no.)		\$	\$		
City or town, state or province, country, and ZIP or foreign postal code		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 2017 <input type="checkbox"/>		
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student . . . . <input type="checkbox"/>	10 Ins. contract reimb./refund		
		\$	\$		
Form <b>1098-T</b>		(keep for your records)	www.irs.gov/form1098t	Department of the Treasury - Internal Revenue Service	

**Box 1:** CCC processes 1098-Ts by Charges accrued during the tax year. This means you will not see an amount within this box.

**Box 2:** Sum of all charges the student has accrued during the tax year. If you accrued charges during the tax year, you will see an amount within this box.

**Box 3:** If the college decides to change their reporting method to Payments made during the tax year this box will be checked. This is not applicable.

**Box 4:** If there are changes during the current tax year, to your charges for a prior year the sum will display here.

**Box 5:** Sum of all Scholarships or Grants received during the tax year.

**Box 6:** If there are changes during the current tax year, to your Scholarships or Grants for a prior year the sum will display here.

**Box 7:** If there are charges during the current tax year that apply to the next year's Spring Term, than this box will be checked. For example, this would occur if you register for Spring Term 2016, within the 2015 tax year.

**Box 8:** If you are registered for more than 6 credits during the current tax year, then this box will be checked.

**Box 9:** CCC does not offer Graduate level courses, so this box will not be checked.

**Box 10:** This scenario does not apply to CCC.

### **Why didn't I receive Form 1098-T?**

We only mail 1098-T forms if you have a reportable transaction during the tax year. If your Financial Aid is more than what is billed, a 1098-T may not be mailed to you.

- ❖ CCC does not have a valid Mailing Address on file for you.
  - Please make sure you update your current mailing address prior to January 1<sup>st</sup> of each year. You must also inactivate all invalid mailing addresses.
- ❖ CCC does not have a valid Social Security # for you.
  - Please make sure you contact registration if you have not provided a valid SSN during time of registration. You will need to fill out a W-9S form.
- ❖ Your Scholarships and Grants exceed the Charges accrued during the current tax year.
- ❖ All reporting amounts equal zero.
  - This could happen if you drop all classes during the 100% refund period.