



University Accounts Receivable

Tax Form 1098-T Student Instructions

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Tax Form 1098-T Form Layout

<input type="checkbox"/> CORRECTED				OMB No. 1545-1574		2012	Tuition Statement		
FILER'S name, street address, city, state, ZIP code, and telephone number		1 Payments received for qualified tuition and related expenses						Form 1098-T	
		\$		2 Amounts billed for qualified tuition and related expenses					
		\$		3 If this box is checked, your educational institution has changed its reporting method for 2012		Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service.			
FILER'S federal identification no.	STUDENT'S social security number			4 Adjustments made for a prior year				5 Scholarships or grants	
STUDENT'S name		\$							
Street address (including apt. no.)		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					
City, state, and ZIP code		\$							
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student	9 Checked if a graduate student		10 Ins. contract reimb./refund					
	<input type="checkbox"/>	<input type="checkbox"/>		\$					
Form 1098-T		(keep for your records)		Department of the Treasury - Internal Revenue Service					

General Instructions

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 for the qualified tuition and related expenses that were actually paid in 2011. 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 in box 1 or amounts billed in box 2. The amount shown in box 1 or 2 may represent an amount other than the amount actually paid in 2012. **NMSU reports amounts billed in box 2.**

Student's Identification Number

Individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN).

Service Provider/Account Number

May show an account or other unique number the filer assigned to distinguish your account. **NMSU reports Student's Aggie ID in this box.**

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. **NMSU does not report in Box 1.**

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 adjustments made for a prior year for qualified tuition and related expenses that were reported on a prior year Tax 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 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. You do not have to meet the workload requirement to qualify for the Lifetime Learning 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 graduate-level educational credential.

Box 10

Shows the total amount of reimbursements or refunds of qualified tuition and related expenses made by an insurer. The amount of reimbursements or refunds for the calendar year may reduce the amount of any education credit you can claim for the year (may result in an increase in tax liability for the year of the refund).
