



## 2018 Tax Year - Important Information Regarding Your NDSCS 1098-T Tax Document:

NDSCS is required to file FORM 1098-T to the IRS for each student that has been enrolled in classes or has had a reportable 1098-T tax transaction during the 2018 Tax Year (January 1, 2018 – December 31, 2018). NDSCS is also required to provide a copy of the 1098-T to the student. **You can view/print your 1098-T at this time through Campus Connection** (see below). **NDSCS will mail your 1098-T by January 31<sup>st</sup>, 2019, unless you have previously given us consent not to mail it.** Further information about FORM 1098-T can be found at [www.irs.gov/form1098T](http://www.irs.gov/form1098T).

Your 1098-T for 2018 shows the total amount of payments received on your NDSCS account for **qualified tuition and related expenses** (Box 1) as well the total of all scholarships, grants or 3<sup>rd</sup>-party funding received (Box 5). The 1098-T will assist you (or the person claiming you as a dependent) in calculating whether or not you qualify for an Education Tax Credit (use FORM 8863). The IRS does not require you to calculate your Education Tax Credit or to include the results of these calculations on your tax return. However, it may be of financial benefit to do so. For further information about an Education Tax Credit, go to [www.irs.gov/form8863](http://www.irs.gov/form8863) or contact your tax advisor.

### 1098-T Availability through Campus Connection:

- You can view/print your 2018 1098-T through Campus Connection: [www.NDSCS.edu](http://www.NDSCS.edu) > **Campus Connection** > **Student Center** > **Finances** > **View 1098-T Info**.
  - “General” tab - select the tax year you would like to view; your 1098-T will open up in a new window. (If this window does not open, try turning off the pop up blocker within your browser settings).
  - “Box Amount” tab - by clicking on the amount hyperlinks, details of the amounts that add up to the totals for each 1098-T box will be displayed.

### Box Explanations:

- **Box 1 Payments Received** – Shows payments received towards your NDSCS account that paid **qualified tuition and related expenses** during the 2018 tax year. Examples of payments included in Box 1: personal payments, loans, scholarships, grants, 3<sup>rd</sup>-party funding.
  - Payments received for costs that are not tuition-related (such as books) will **not** be reflected in Box 1, but may be eligible to use for calculating the Education Tax Credit; adequate personal financial records of these payments (ex. receipts, bank statements, etc.) may work as documentation for tax purposes.
- **Box 2 Amounts Billed** – This box will be blank, since the IRS now requires institutions to report Payments Received (Box 1). **Note:** If you have received a 1098-T from NDSCS in prior years, please be aware that our filing method has changed; we previously filed using *Box 2-Amounts Billed*, but starting in 2018 are filing using *Box 1-Payments Received*.
- **Box 4 Adjustments Made for a Prior Year** - Shows any adjustments made to amounts that were previously reported on a prior year’s FORM 1098-T for qualified tuition and related expenses.
- **Box 5 Scholarships or grants** - Shows the total of all scholarships, grants or 3<sup>rd</sup>-party funding received during the 2018 tax year.
- **Box 6 Adjustments Made for a Prior Year to Scholarships or Grants** - Shows adjustments made to amounts that were previously reported on a prior year’s FORM 1098-T for scholarships, grants or 3<sup>rd</sup>-party funding.

### Additional Information:

- If you have difficulties signing in to Campus Connection, select the **“Forgot My Password”** or **“Questions about logging in”** links on the Campus Connection sign-in page at <https://www.ndscs.edu/campusconnection/>.
- For questions relating to the specific amounts listed on your 1098-T that could not be answered by reviewing the information within the “Box Amount” tab (referenced above), you may call the NDSCS 1098-T line at 1-701-671-2199 or 1-800-342-4325 ext. 3-2199.