# Navigation to view the 1098-T tax form:

\*Current & former students have the ability to view & print copies of their 1098-T tax form online.\*

## Go to www.NDSCS.edu > Campus Connection:

- ~Sign in with your <u>User ID</u> and <u>Password</u>.
- "If you do not remember your User ID and/or Password, click on "User ID and Password Help".

Campus Solutions Log In	Trouble Logging In?	
NDUS Campus Solutions requires authentication jusing your NDUS identifier.	If you are experiencing any difficulties getting logged into the system, please use the links below.	
User ID	User ID and Password Help	
Password	Send email to Help Desk	
I agree to the terms of the User Agreement	Guest Page	
Log In		

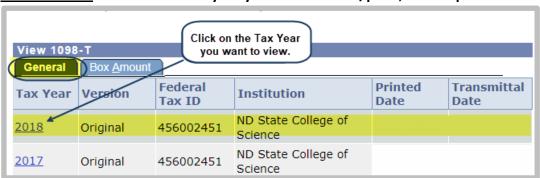
# At the "Student Center" page, click on "View 1098-T Info":



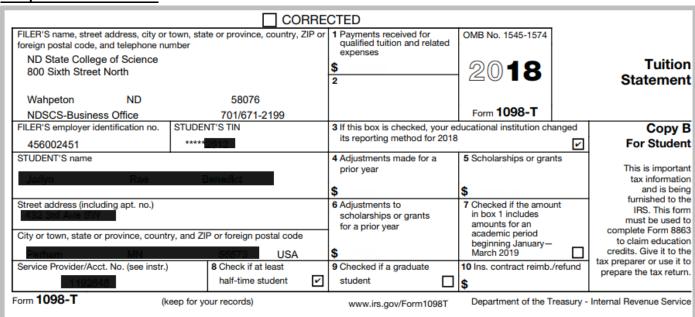
## There will be 2 tabs with 1098-T information; "General" & "Box Amount":

# View 1098-T Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field. Note: 1. If you use a pop up blocker, you will have to disable it to display your 1098-T. 2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information. View 1098-T General Box Amount

# "General" tab - click on the tax year you want to view/print; it will open in another window:



### Sample of Form 1098-T:



# <u>"Box Amount" tab</u> – for additional details about the amounts in each box of the 1098-T, click on the blue hyperlinks:

View 1098-T	Marie Military				0145741151			
General Box Amount								
Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments		
2018	Original	<u>5774.65</u>	0.00	<u>981.15</u>	0.00	<u>981.15</u>		
2017	Original	0.00	3450.63	0.00	981.15	0.00		

## **1098-T 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.

Further information about FORM 1098-T can be found at <a href="https://www.irs.gov/form1098T">www.irs.gov/form1098T</a>.

Further information about an Education Tax Credit can be found at <a href="www.irs.gov/form8863">www.irs.gov/form8863</a>.

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.