

# 1098T Information

The IRS requires educational institutions to provide this form to students who meet certain criteria. Here are a few facts and answers to commonly asked questions regarding the 1098T that we hope you will find helpful.

- The 1098T is an "information form" only. It does not contain all the information needed to determine if you are eligible to receive a tax credit, and you are not required to attach it to your federal income tax return.
- Students enrolled in non-credit programs **\*do not\*** receive 1098T forms.
- The IRS requires that either your social security number or your TIN appear on the 1098T in order for them to match your tax records to the electronic file provided by the University.
- Non-citizen students will only be issued 1098Ts upon request. If you are eligible to file taxes and need a 1098T Form, please request one from the GNTC Business Office by emailing [businessoffice@gntc.edu](mailto:businessoffice@gntc.edu). All requests must be submitted via email and must come from your GNTC student email. The 1098T form will be delivered electronically to your GNTC student email address.
- As permitted by IRS Regulations, GNTC reports by qualified charges, not payments method.
- **Very Important:** If you registered for a spring term during November or December of the previous year, those charges were reported on your 1098T for the previous year and was subsequently noted in Box 7. For more information regarding how this should be handled on your tax return, refer to IRS Publication 970 or contact the IRS Help Line.
- GNTC cannot provide tax preparation assistance or advice. For guidance, please consult your tax preparer, or visit the [IRS website Education Credits section](#).

## Explanation of Boxes on 1098T Form:

### **Box 1.** Payments Received for Qualified Tuition and Related Expenses

GNTC does not report this information. We are required to report either Box 1 or Box 2. Like most educational institutions, we report Box 2.

### **Box 2.** Amounts Billed for Qualified Tuition and Related Expenses

Amounts billed during the "calendar year" for qualified tuition and related expenses. Please refer to IRS

guidelines for specifics regarding qualified expenses other than tuition.

**Box 3.** Checkbox for Change of Reporting Method

This box would only be checked if GNTC changed its method of reporting. We have always reported "Amounts Billed," therefore the box will not be checked.

**Box 4.** Adjustments Made for a Prior Year

Any reductions in charges made for qualified tuition and related expenses made during the calendar year that relate to amounts billed that were reported for a prior year. *Example: The student registers and is charged for spring 2018 classes in December 2017. In January 2017, the student drops a class, thereby reducing the amount of tuition charged. This reduction should be reflected in Box 4.*

**Box 5.** Scholarships or Grants

Total amount of scholarships or grants that were posted during the calendar year for payment of the student's cost of attendance. Scholarships and grants generally include all payments received from 3<sup>rd</sup> parties (excluding family members and loan proceeds). This includes payments received from governmental and private entities such as the Department of Veterans Affairs, the Department of Defense, civic and religious organizations, and nonprofit entities.

**Box 6.** Adjustments to Scholarships or Grants for a Prior Year

Any reduction to the amount of scholarships or grants that were reported in a prior year.

**Box 7.** Checkbox for Amounts for an Academic Period Beginning in January through March of 2017.

This box will be checked if any amounts billed for qualified tuition and related expenses reported for 2017 relate to an academic period that begins January through March 2018. This applies to students who registered in November or December 2017 for spring 2018. If you were charged and billed for spring prior to the end of 2017, that tuition will be reported on the current 1098T. Please refer to [IRS Publication 970](#)

**Box 8.** Check if At Least Half-Time Student

This box will be checked if the student was enrolled at least half-time during any academic period that began in 2017. See Higher Education Act 34 C.F.R., Section 674.2(b) to determine the standards established by the Department of Education as "half-time."

**Box 9.** Check if the student is a Graduate Student

This will include graduate programs, or programs leading to a graduate-level degree, graduate-level certificate, or other recognized graduate-level educational credential.

**Box 10.** Insurance Contract Reimbursements or Refunds GNTC does not populate this box.

Additional Information:

[IRS Website](#)

[IRS Publication 970](#)

## 1098T Facts

Question: How and when will I receive my 1098T?

Answer: GNTC has partnered with Scholarship to provide eligible students their 1098T's. Emails are sent out during the month of January to eligible students offering the ability to download their 1098Ts electronically. The following is an example of the email students receive:

From:

[support@getmydocument.com](mailto:support@getmydocument.com)

Date: Tue, Jan 10, 2017 at 9:31 AM

Subject: Important Tax Information Form 1098T 2017 from Georgia Northwestern Technical College Now Available

To verify the authenticity of this email, please contact your university representative, Brad Jones at [bjones@gntc.edu](mailto:bjones@gntc.edu).

Student John Doe,

You are now able to view and download your Form 1098T 2017 from Georgia Northwestern Technical College: Main (404024) tax document (for Educational Tax Credits) over the web. To view and print the document, please follow the hyperlink shown below. All new documents will be located in your Inbox. Documents older than 120 days will be located under Archive.

Please complete electronic viewing by Tuesday, January 24th, 2018.

Verification will require the following fields:

Certificate: C69E071C6F474BFC86891558E1B7F782

University/Lender: Georgia Northwestern Technical College: Main (404024)

First Name: John

Last Name: Doe

Last 4 digits of SSN/Tax ID or your Student ID: (removed for security purposes)

View Document(s) by browsing to the link below:

(Link Example): [https://www.getmydocument.com/verify\\_certificate.aspx?cert=C69E071C6F474BFC86891558E](https://www.getmydocument.com/verify_certificate.aspx?cert=C69E071C6F474BFC86891558E)

If the above hyperlink does not direct you to the [GetMyDocument](#) site, please navigate to [GetMyDocument](#), click on "Retrieve Document", and copy & paste the certificate number listed above into the "Certificate In Email" textbox.

Georgia Northwestern Technical College has contracted with a 3rd party company for tax document reporting. If you are having trouble with authentication or you have other questions regarding [GetMyDocument](#), please contact GetMyDocument support at [support@getmydocument.com](mailto:support@getmydocument.com) or call 877-722-2447 between the hours of 7 AM to 4 PM EST. Monday through Friday. You may also use the "Contact Us" form on the [GetMyDocument](#) site.

Sincerely,

GetMyDocument Support at [support@getmydocument.com](mailto:support@getmydocument.com)

Question: Can I access my 1098T through [MyGNTC](#)?

Answer: Yes, you can. To access your 1098T:

- Login to your [MyGNTC](#) account
- Go to Student Services & Financial Aid
- Select Tax Notification
- Enter the Tax year you are seeking
- Click Submit

Q: What are qualified expenses?

A: Qualified expenses include tuition, any fees that are required for enrollment as well as any course materials a student was required to purchase from the school.

Q: I think my 1098T may be incorrect, what do I need to do?

A: Send an email from your student email address to [businessoffice@gntc.edu](mailto:businessoffice@gntc.edu) . Include your student ID number in the communication as well as a short description of the issue/problem.