

# Understanding the Form 1098-T – Tuition Statement

We hope this information will be helpful when preparing 2013 federal tax returns and submitting the 2014-15 FAFSA. If you have questions, please contact the Office of Financial Aid at 717-337-6611 or via email at [finaid@gettysburg.edu](mailto:finaid@gettysburg.edu).

## What is Form 1098-T?

Form 1098-T is provided annually to students at Gettysburg College who were enrolled at least part-time for academic credit as part of federal tax regulations

## Why is Form 1098-T important?

This form provides information regarding amounts billed by Gettysburg College as well as scholarships and grants which may be needed when completing a federal tax return.

## How to use information from Form 1098-T on a Federal Tax Return

There are two aspects of Form 1098-T which are relevant in determining if a portion of the scholarships or grants should be entered on a federal tax return.

- **Box 2 (Amounts billed for qualified tuition expenses):** The total amounts billed for qualified tuition and related expenses less any related reductions in charges. This is the tuition posted to the Gettysburg College Student Account during calendar year 2013.
- **Box 5 (Scholarships or grants):** The total of all scholarships or grants administered and processed by Gettysburg College during calendar year 2013.

When the amount in **Box 2** is less than the amount in **Box 5**, the “difference” may need to be included on the student’s federal tax return.

CORRECTED (if checked)

FILER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574	<b>2013</b> Form 1098-T	<b>Tuition Statement</b>
		2 Amounts billed for qualified tuition and related expenses \$			
FILER'S federal identification no.	STUDENT'S social security number	3 If this box is checked, your educational institution has changed its reporting method for 2013 <input type="checkbox"/>	<b>Copy B For Student</b> This is important tax information and is being furnished to the Internal Revenue Service.		
STUDENT'S name, street address (including apt. no.) city or town, province or state, country, and ZIP or foreign postal code		4 Adjustments made for a prior year \$			
		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 2014 <input type="checkbox"/>		
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$		

Form 1098-T (keep for your records) www.irs.gov/form1098t Department of the Treasury - Internal Revenue Service

## EXAMPLES

<p><b>Student A</b> Box 2: \$45,870 Box 5: \$10,000</p> <p>Box 2 is <b>greater</b> than Box 5.</p> <p><b>No information should be reported</b> on a federal tax return.</p>	<p><b>Student B</b> Box 2: \$45,870 Box 5: \$49,920.</p> <p>Box 2 is <b>less than</b> Box 5.</p> <p>The “difference” of \$4,050 <b>should be included</b> with wages, salaries, and tips when the student files a federal tax return.</p>
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## What if there are entries in Box 4 or 6?

If there are entries in Box 4 or Box 6, these indicate adjustments to the amounts in Box 2 and Box 5. Review the Instructions for Students on the back of Form 1098-T for additional information.

**If needed, where is this information entered on a federal tax return?**

When the amount in Box 2 is less than the amount in Box 5, the “difference” should be included with “Wages, Salaries and Tips” on Form 1040EZ, line 1 or on Form 1040, line 7.

Department of the Treasury—Internal Revenue Service  
**Form 1040EZ Income Tax Return for Single and Joint Filers With No Dependents (99) 2013** OMB No. 1545-0074

Your first name and initial Last name Your social security number  
 If a joint return, spouse's first name and initial Last name Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. **▲ Make sure the SSN(s) above are correct.**

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). **Presidential Election Campaign**  
 Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.  You  Spouse

Foreign country name Foreign province/state/county Foreign postal code

**Income**

<b>Attach Form(s) W-2 here.</b> Enclose, but do not attach, any payment.	<b>1</b> Wages, salaries, and tips. This should be shown in box 1 of your Form(s) W-2. Attach your Form(s) W-2.	<b>1</b>
	<b>2</b> Taxable interest. If the total is over \$1,500, you cannot use Form 1040EZ.	<b>2</b>
	<b>3</b> Unemployment compensation and Alaska Permanent Fund dividends (see instructions).	<b>3</b>
	<b>4</b> Add lines 1, 2, and 3. This is your <b>adjusted gross income</b> .	<b>4</b>

Department of the Treasury—Internal Revenue Service (99) **Form 1040 U.S. Individual Income Tax Return 2013** OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2013, or other tax year beginning , 2013, ending , 20 See separate instructions.  
 Your first name and initial Last name Your social security number  
 If a joint return, spouse's first name and initial Last name Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. **▲ Make sure the SSN(s) above and on line 6c are correct.**

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). **Presidential Election Campaign**  
 Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.  You  Spouse

Foreign country name Foreign province/state/county Foreign postal code

**Filing Status**

Check only one box.

<b>1</b> <input type="checkbox"/> Single	<b>4</b> <input type="checkbox"/> Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶
<b>2</b> <input type="checkbox"/> Married filing jointly (even if only one had income)	<b>5</b> <input type="checkbox"/> Qualifying widow(er) with dependent child
<b>3</b> <input type="checkbox"/> Married filing separately. Enter spouse's SSN above and full name here. ▶	

**Exemptions**

**6a**  Yourself. If someone can claim you as a dependent, do not check box 6a . . . . . } Boxes checked on 6a and 6b  
**6b**  Spouse } No. of children on 6c who:  
 • lived with you  
 • did not live with you due to divorce or separation (see instructions)  
 Dependents on 6c not entered above  
 Add numbers on lines above ▶

(1) First name	Last name	(2) Dependent's social security number	(3) Dependent's relationship to you	(4) <input type="checkbox"/> if child under age 17 qualifying for child tax credit (see instructions)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

If more than four dependents, see instructions and check here ▶

**d** Total number of exemptions claimed

**Income**

<b>7</b> Wages, salaries, tips, etc. Attach Form(s) W-2	<b>7</b>
<b>8a</b> Taxable interest. Attach Schedule B if required	<b>8a</b>
<b>b</b> Tax-exempt interest. Do not include on line 8a	<b>8b</b>

**If the “difference” was reported on a federal tax return, how do I report the “difference” on the FAFSA?**

When completing the 2014-15 FAFSA, Question 44d will ask about “Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income.” Enter the “difference” reported on the student’s 2013 federal tax return in this question.

When entered in this manner, the funds **will not** affect the student portion of the Expected Family Contribution (EFC). To apply for financial aid for 2014-15, the FAFSA should be completed by April 15 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Where can I get more information?**

Enclosed for your convenience is a section of IRS Publication 970, which describes Scholarships, Fellowships, Grants, and Tuition Reductions. IRS Publication 970 is available in its entirety at <http://www.irs.gov/pub/irs-pdf/p970.pdf>

We have also enclosed several pages from IRS Publication 501, which details who must file a Federal Tax Return. IRS Publication 501 is available in its entirety at: <http://www.irs.gov/pub/irs-pdf/p501.pdf>

The Internal Revenue Service (IRS) website, [www.irs.gov](http://www.irs.gov), is a helpful resource that provides information regarding who must file a federal tax return and how education assistance should be reported. Also, when scholarships or grants are greater than Qualified Education Expenses, education credits and deductions may not be available. We encourage students and parents to read all instructions carefully or seek the advice of a tax preparer or tax accountant. *NOTE: Students who failed to file a 2012 federal tax return by the due date were assessed a minimum penalty of \$135 by the Internal Revenue Service (IRS) for filing a tax return after the due date in addition to a penalty for late payment of the tax and an interest charge for late payment.*