Each year, TCNJ prepares and sends a Lifetime Learning Tax Credit (1098-T) to all students that incur qualified tuition and related expenses during the prior tax year. These forms, which are mailed or sent electronically no later than January 31st, alert students that they may be eligible for federal income tax education credits. The following link provides further information: Lifetime Learning Credit

Who receives a 1098-T Form?
All students with a valid Social Security number in PAWS and with qualified tuition and related expenses during the applicable tax year will receive the form.

I was a registered student in the spring. Why is my 1098-T Form not showing all the charges?
The registration window for the spring semester occurs in November. The 1098-T form is based on a calendar year thus if you register in November, those charges will show on the 1098-T for the year in which you registered. Only the activity which took place during the calendar year being reported can be accounted for on the 1098-T. Any charges added after the end of the calendar year being reported will be shown on the following years 1098-T form.

I was enrolled for classes during the reported calendar year. Why didn't I receive a 1098-T?
There are two possibilities:

1. TCNJ does not have your correct Social Security Number on file. In order to remedy this, you must report your SSN to the Office of Records and Registration. Once they update PAWS with your correct SSN, you can contact the Office of Student Accounts at 609-771-2172 to request a 1098-T be generated.
2. If you were only enrolled during spring of the calendar year being reported, the charges might have been on last year's form. Spring charges are posted in November, so unless new charges were posted after December 31st of the previous calendar year, you would not receive a form. This is true even if payments were made during the calendar year.

I'm graduating in May; will a 1098-T form be generated for current year if I paid the spring balance when I was billed in November?
Regardless of when you pay, your 1098-T will reflect amounts billed during the calendar year being reported.

How can I obtain copies of my 1098-T?
TCNJ has enlisted the help of ECSI to prepare and mail or email the 1098-T form. Although a paper copy of the form is directly mailed to each student's household (unless the student opted to receive it electronically) additional copies can be accessed online by following these steps:

1. Go to ECSI's website at http://www.ecsi.net/1098T
2. Click on "Login to My Account" and fill in the following information:
   - **School Code**: I9 (Capital letter I and number 9)
   - **Account**: Student's Social Security Number without dashes
   - **Password**: PIN assigned by ECSI
3. The PIN can be found on the original mailing of the 1098-T. If this form was misplaced, the student needs to contact ECSI at **866-428-1098** to have assistance retrieving their PIN.

Why aren't amounts reflected in both Boxes 1 and 2 on the 1098-T?
According to the IRS, TCNJ has a choice to report either payments received for qualified tuition and related expenses (Box 1) OR amounts billed for qualified tuition and related expenses (Box 2). TCNJ chooses to use Box 2.

Why does Box 2 show more/less than I paid for the school year?
TCNJ reports amounts billed for qualified tuition and related expenses. The 1098-T reflects the amount BILLED during the calendar year, regardless of the amount that has been paid. The form can include charges from previous or ongoing semesters (billed between January 1st and December 31st). Payments made towards the school year however not during the calendar year are NOT included.

I have a higher amount in Scholarship & Grants (Box 5) than I do in Amount Billed; is this considered income?
Please refer to IRS Publication 970 : Reporting Scholarships and Fellowships. This link gives a detailed explanation for reporting scholarships on each type of tax form.

Why does Scholarships and Grants (Box 5) show more/less than I received for the year?
TCNJ reports financial aid transactions made during the calendar year. If you are looking at aid for the academic year, the numbers will not match as the 1098-T is based on a calendar year whereas an academic year overlaps calendar years.

My Financial Aid was adjusted. How is this reflected on my 1098-T?
If financial aid was revised after the end of the calendar year, the changes will be reflected on next year's form.

What charges and payments should I expect to be reflected on my 1098-T?

2012 Example:

Spring 2012	Summer 2012	Fall 2012	Winter 2012	Spring 2013
Any charges added to your account **after** December 31, 2011.	All charges added to your account within the 2012 calendar year	All charges added to your account within the 2012 calendar year	Only charges applied to your account **before** January 1, 2013	Only charges applied to your account **before** January 1, 2013
Payments, scholarships, and financial aid received within the 2012 calendar year	Payments, scholarships, and financial aid received within the 2012 calendar year	Payments, scholarships, and financial aid received within the 2012 calendar year	Payments, scholarships, and financial aid received within the 2012 calendar year	Payments, scholarships, and financial aid received within the 2012 calendar year
Refunds processed after 12/31/2011	Refunds processed within the 2012 calendar year	Refunds processed within the 2012 calendar year	Refunds processed before 1/1/2013	Refunds processed before 1/1/2013

Any other payments made within the 2012 calendar year would also show, even if they were applied to previous/future semesters.

- **What charges are considered to be qualified tuition and related expenses?**
  Only tuition and fees are considered under this category. The qualified fees include: General Service Fee, Computer Access Fee, Student Service Fee, Student Activity Fee, Student Center Fee, and the Student ID Fee.

- **What charges are NOT considered to be qualified tuition and related expenses?**
  Any other fees (including, but not limited to, parking tickets, decals, nursing package fees, housing fines, graduation fees, late fines, etc.), Room and Board, Health Insurance, and courses taken without academic credit are not considered under this category.

- **What financial information is reported on the 1098-T Form?**
  All Financial Aid (Scholarships and Grants) is reported, as well as all cash/check/e-check/credit/debit payments/payment plan payments made directly to The College of New Jersey.

I'm signed up for a SallieMae Tuition Payment Plan. How is that reflected on the 1098-T?
The full amount of the plan is included in the payments section of the form because the full amount is listed on your PAWS account when you sign up. If you fail to pay the later payments or adjust your payment plan, adjustments would be reflected on the next years 1098-T.

Who can claim a Lifetime Learning Tax Credit?
The eligible taxpayer may claim them. This could be an independent student or a person claiming a student as their dependent for federal income tax purposes. A dependent student cannot claim the credits or deduction on their own tax return.

How can I obtain more information from the IRS?
- Visit the following website: Publication 970, Tax Benefits for Education

Disclaimer
This material has not been approved by the IRS or the United States Treasury and is not an official document. It has been prepared as a service to The College of New Jersey students and families to assist in understanding the 1098-T form. This information is not to be interpreted as tax advice. It is recommended that you speak with your accountant for further advice.