

Electronic 1098-T

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How to view your 1098T

The IRS does not require you send in the form with your taxes. If there is no form available for viewing or if there is a message that states that you are excluded from reporting, it may be for some reasons listed below:

- Lynn University does not provide the 1098T information to students that are considered nonresident aliens (not U.S. citizens). Students with this standing cannot claim the tax credit and would need to use an IRS 1040NR or 1040NREZ form to report their taxes.
- In previous years, your 1098-T included a figure in Box 2 that represented the qualified tuition and related expenses (QTRE) we *billed* to your student account for the calendar (tax) year. Due to a change to institutional reporting requirements under federal law, beginning with tax year 2019, Lynn University will report in Box 1 the amount of QTRE you *paid* during the year.
- Depending on your income (or your family's income, if you are a dependent), whether you were considered full or half-time enrolled, and the amount of your qualified educational expenses for the year, you **may** be eligible for a federal education tax credit. (You can find detailed information about claiming education tax credits in [IRS Publication 970](#), page 9.)
- The dollar amounts reported on your Form 1098-T may assist you in completing IRS Form 8863 – the form used for calculating the education tax credits that a taxpayer may claim as part of your tax return.

Tax forms for year 2024 and after are located in Workday's Finance app.

Lynn University is unable to provide you with individual tax advice, but should you have questions, you should seek the counsel of an informed tax preparer or adviser.

If you would like assistance determining the amount paid, please send a message from your Lynn email to studentaccounts@lynn.edu

We cannot provide information to your Gmail, Yahoo, etc. type email account. Payment detail information is also available in the Finance app in Workday.

Students need to provide a copy of the social security card to the Office of Student Financial Services by January, in order to have a 1098T issued for the previous tax year. If you supply your social security card after January, you will be issued a 1098T for the following tax year.

Electronic Consent

Lynn University students may elect to view and print their IRS 1098T through Workday rather than wait for it to come by mail. When you select "Yes, I have read and consent to the terms and conditions.", the IRS 1098T will be displayed at the end of January each year so you don't have to wait for it to arrive to complete your tax return. **The information on the 1098T is only informational.** You **MUST** rely on your receipts to determine the amount paid out-of-pocket for the tax credit.

Students that do not check : "Yes" should expect their form to be mailed the last week of January.

Federal regulation allows those eligible to receive IRS Form 1098T the option to receive the form in an electronic format instead of through the mail. In order to exercise this option, eligible recipients must provide consent to receive the form in an electronic format. To receive an electronic IRS 1098T, you must select "Yes, I have read and consent to the terms and conditions" on **Manage Paperless 1098-T** in Workday.

Directions for Electronic 1098T

To elect to receive your IRS Form 1098-T in an electronic format, please perform the following:

1. Sign-into Workday
2. Click the **"Student Finances"** app (on the home page)
3. Click the **"Manage Paperless 1098-T"** link (under My Account list on the right)
4. Select the calendar year, click OK
5. Click the checkbox to the right of **"Yes, I have read and consent to the terms and conditions."**
6. Click **Submit**. Click **Done**.

YES – Selecting the check mark will allow you to **view and print your IRS Form 1098T on Workday** when it becomes available in January of the filing year. A paper version will **not** be mailed to you.

NO– Not selecting the checkmark **next to the consent** will result in **your IRS Form 1098T being mailed to you** at the end of January of the filing year. You will **not** be able to view it on Workday.

Please Note - Once consent is provided, it is important to note that Lynn University will not be mailing Form 1098-T to your home, but will be sending an email to you notifying you that your form is available for viewing online.

Withdrawal of Consent

You may withdraw consent to receive an IRS 1098-T form electronically at any time prior to January of filing year by unchecking your consent using the same procedure as the confirmation to receive it electronically. After January your selection will be in effect for the following tax year.

FAQ's

Q: What is the IRS Form 1098-T?

A: The Form 1098-T is a statement that colleges and universities are required to issue to certain students. It provides the total dollar amount paid by the student for what is referred to as qualified tuition and related expenses (or "QTRE") in a single tax year.

Q: When will I receive my Form 1098-T?

A: Your Form 1098-T will be available to you electronically on or before January 31 (or the next business day) through Workday.

Q: Why don't the numbers on Form 1098-T equal the amounts I paid to Lynn University during the year?

A: There are potentially many reasons for this discrepancy. First, the amount in Box 1 only represents amounts paid for *qualified tuition and related expenses* (QTRE) and does not include payments made for room and board, insurance, health service fees, or parking which, though important, are not considered mandatory education expenses for tax purposes. Secondly, Form 1098-T reports amounts that the student paid in a certain year, and the pay date does not necessarily correspond to the dates that the classes were attended. For example, tuition for the Spring semester is typically billed in December so a student may have paid tuition for the Spring semester in 2023 despite the fact that classes didn't start until 2024. The best and most accurate source of information about the amounts that you paid for qualified tuition and related expenses will be your e-bill.

Q: Does the 1098-T include charges for books?

A: No, the University does not include amounts paid for books in Box 1 of Form 1098-T. You should consult with your tax advisor to determine if payments for books, equipment or fees should be considered when preparing your income tax returns and determining eligibility for education tax credits or deductions.

Q: What semesters are included in my Form 1098-T?

A: Box 1 of Form 1098-T reflects payments made during the calendar year for *qualified tuition and related expenses* and it is not based on when the classes were attended or billed to the student account. Your e-bill will show the dates payments were posted to your account and are a valuable resource for determining the semesters that are included in your Form 1098-T. You can access your e-bill through your myLynn in the Student Finances section.

Q: How do I prepare my tax returns without a Form 1098-T?

A: Form 1098-T reports payments received from the student for qualified tuition and related expenses (Box 1) during the preceding calendar year. When determining your eligibility for education related tax credits and deductions, you will need to report the amount you paid for qualified education and related expenses. Therefore, your **e-Bill** will be the best and most accurate source of information for amounts paid for qualified education and related expenses. This is true regardless of whether you receive a Form 1098-T or not.

Q: My accountant says that the University must provide me with a form 1098-T.

A: The University is not required, by the IRS, to furnish a Form 1098-T in the following instances:

- Payments for courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program.
- Enrolled student is a nonresident alien.
- Students does not have a Social Security Number on file with the Office of the Registrar as of January 15, of the filing year.

Q: I submitted my Social Security card with the Office of the Registrar after January 15, of the filing year. What do I do?

A: Since your Social Security number was not on file with the Office of the Registrar by the deadline, you will not be issues a 1098-T for tax year. You will be issued one for future tax years, if you qualify.

Q: Why isn't Box 2 filled out on my Form 1098-T when it has been in prior year?

A: In previous years, Form 1098-T included a dollar amount in Box 2 that represented the qualified tuition and related expenses (QTRE) the University *billed* to your student account for the calendar (tax) year. Due to a change to institutional reporting requirements under federal law, beginning with tax year 2019, the University must report in Box 1 the amount of QTRE you *paid* during the year.

Q: I can't get access to my Form 1098-T because I have graduated and have forgotten my access information.

A: Please contact the Student Accounts at studentaccounts@lynn.edu to have one sent to you if were eligible for that tax year.

Q: I don't understand what I'm supposed to do with this Form 1098-T.

A: We are unable to provide tax advice. For guidance you may want to consider [IRS Publication 970.pdf](#) in addition to [choosing a Tax Professional](#).

Request for Paper Statement

If you consented to receive the 1098-T form in an electronic format and you subsequently want to request a paper copy after January of the filing year email the request to: studentaccounts@lynn.edu