



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

November 16, 2018

Dear College at Brockport Student and Family:

In previous years, your federal education tax credit Form 1098-T included a dollar amount in **Box 2** representing the qualified tuition and related expenses (QTRE) the College assessed (**billed**) to your student account for the calendar (tax) reporting year. Due to a federally-mandated change surrounding institutional reporting requirements, the College will now instead report the amount of qualified tuition and related expenses (QTRE) you **paid** during the 2018 calendar year in **Box 1** of the 1098-T form. This change will become effective with the 1098-T forms generated in January 2019; those forms will represent calendar year 2018 student account activity.

Depending on a variety of factors, including 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). 1098-T forms will be mailed to your permanent address of record on or about January 31, 2019. If you have not provided a valid permanent address, or have deactivated your previous permanent address record, your 1098-T will not be mailed. Students may update their permanent address by selecting the "Web Banner" link from the College's home page (www.brockport.edu), entering their logon and PIN, and selecting the "Personal Information" option. Using the drop-down box located under "Type of Address to Insert", students should select "permanent" and complete all fields as appropriate.

The College at Brockport is unable to provide you with individual tax advice. You should seek the counsel of an informed tax preparer or adviser for guidance regarding eligibility regarding the educational tax credit.

A blank sample of the (calendar year) 2018 Form 1098-T is included on the reverse side of this form. This sample is not your actual Form 1098-T; it is intended as an educational tool only so you can identify the changes discussed in this letter. For more information about Form 1098-T, visit <https://www.irs.gov/pub/irs-pdf/f1098t.pdf>.

Students can easily access the information contained in their (calendar year) 2018 Form 1098-T beginning January 31, 2019. Follow the steps below to print as many copies as needed:

- Access www.brockport.edu
- Click on the **Quick Links** option located at the top right of the homepage
- Select **Web Banner**
- Enter your **Brockport User ID** and **PIN**
- Click on the "**Student Services**" tab
- Select the "**Student Accounts**" menu
- Click on "**Select Tax Year**"
- Enter desired **Tax Year** and click **submit**
- View **Tax Notification**

Remember, the College cannot determine if you are eligible for educational tax credits, nor identify the amount of the credit for which you may qualify. Please consult your tax professional, or IRS Publication 970 (Tax Benefits for Education), for assistance.

Thank you –

Office of Student Accounts & Accounting

CORRECTED

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|--|---|--|---|---|
| FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number | | 1 Payments received for qualified tuition and related expenses \$ 2 | OMB No. 1545-1574 2018 Form 1098-T | Tuition Statement Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return. |
| FILER'S employer identification no. | STUDENT'S TIN | 3 If this box is checked, your educational institution changed its reporting method for 2018 <input type="checkbox"/> | | |
| STUDENT'S name | | 4 Adjustments made for a prior year \$ | 5 Scholarships or grants \$ | |
| Street address (including apt. no.) | | 6 Adjustments to scholarships or grants for a prior year \$ | 7 Checked if the amount in box 1 includes amounts for an academic period beginning January—March 2019 <input type="checkbox"/> | |
| City or town, state or province, country, and ZIP or foreign postal code | | | | |
| Service Provider/Acct. No. (see instr.) | 8 Check 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