

## **1098-T Tax Form Information**

The 1098-T tax form is an Internal Revenue Service (IRS) tuition statement which is intended to help students file their federal income tax return. The IRS gives educational institutions the option to report either payments received or qualified expenses billed. Immaculata University has elected to report the qualified expenses billed for each student and has contracted with Vangent, Inc., A General Dynamics Company, to provide both the electronic and paper 1098-Ts.

The 1098-T reports information to the IRS and to the student regarding:

- Amounts billed for qualified tuition and related expenses (Box 2)
- Adjustments made for a prior year (Box 4)
- Scholarships or Grants (Box 5)
- Adjustments to Scholarships or Grants for a Prior Year (Box 6)

The back of the 1098-T tax form provides the detailed transactions corresponding to the amounts reported in each box. The detail information is not reported to the IRS.

Email notices are generated early January to students who are eligible to receive a 1098-T. If the student does not retrieve the 1098-T electronically, one will be mailed by January 31<sup>st</sup>.

***IMPORTANT NOTICE:*** *It is up to each taxpayer to determine eligibility for the credits and how to calculate them. Immaculata University cannot advise you on how to claim the credit.*

### **For more information:**

#### **Vangent, Inc.**

To access student 1098-T information, log on to the Vangent, Inc. website, select First Time Students, and then follow the instructions. Vangent also provides a full-service website for students where they can make address corrections and reprint their 1098-T form. It also provides important tax information and related links.

Vangent, Inc. website: [www.tra.vangent.com](http://www.tra.vangent.com)  
Vangent, Inc. phone number: 1-800-223-0043

#### **Internal Revenue Service**

Tax information is available on the IRS website: [www.irs.gov](http://www.irs.gov)  
Refer to Publication 970, Tax Benefits for Education and Form 8863, Education Credits  
IRS phone number: 1-800-829-1040