

1098-T INFORMATION GUIDE - 2020

BACKGROUND

Stanford University is required by the Internal Revenue Service (IRS) to file an annual Tuition Statement (Form 1098-T) for each student who is a US citizen or permanent resident pursuing a degree, and for whom a reportable financial transaction is made during the calendar year. This is pursuant to the 1997 Taxpayer Relief Act.

DEFINITION AND PURPOSE OF THE 1098-T

Unlike the W-2, which is an income statement, the 1098-T is a Tuition Statement. Its main purpose is to be used to figure out if you qualify for education tax credits. It is not intended to reflect a statement of taxable income. It is not required to be filed with your tax return forms. The 1098-T reports on all qualified financial transactions that occurred during a calendar year (e.g., 2020), not academic year (e.g., 2020-21).

The IRS defines Qualified Tuition and Related Expenses (QTRE) as:

- Tuition (course fees, lab and music rental fees and course materials)
- Documents Fee
- Student Activities Fees

Note: Housing and other non-tuition charges on your student account are not considered QTRE for purposes of the 1098-T.

ELIGIBILITY - CLAIMING EDUCATION TAX CREDITS

The 1098-T form is provided to aid students and parents determining eligibility for an American Opportunity Tax Credit or a Lifetime Learning Credit, and it should not be used to calculate taxable income. Please refer to the IRS website for information: <https://www.irs.gov/pub/irs-pdf/p970.pdf>

- IRS Publication 970, Chapter 9 provides information on eligibility for claiming tax credits.
- IRS Publication 970, Chapter 1 provides information on scholarships, fellowships, grants and tuition reduction.
- IRS Form 8863 can be helpful when calculating the education tax credits that a taxpayer may claim as part of your tax return.

INTERPRETING THE FIGURES IN THE 1098-T

Box 1: Payments Received for QTRE

- Reports on total payments made to Stanford from any source for Qualified Tuition and Tuition Related Expenses (QTRE)
- Does not include payments for non-tuition related expenses such as housing, meal plan, health insurance, and other fees.

Box 4: Adjustments Made for a Prior Year

- Reports any adjustments made by the University (academic departments or the Financial Aid Office) for a prior year for Qualified Tuition and Tuition Related Expenses (QTRE) that were reported on a prior year Form 1098-T.
- The amounts adjusted may also reduce any allowable education credit received during a prior year (this may increase tax liability for the year of the refund.) Please refer to “recapture” in the Index of Publication 970 mentioned above to report a reduction in your education credit or tuition fees deduction.

<input type="checkbox"/> CORRECTED				
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 2020 Form 1098-T	
FILER'S employer identification no.	STUDENT'S TIN	3	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.	
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 2021 <input type="checkbox"/>
City or town, state or province, country, and ZIP or foreign postal code		8 Check if at least half-time student <input type="checkbox"/>		9 Checked if a graduate student <input type="checkbox"/>
Service Provider/Acct. No. (see instr.)		10 Ins. contract reimb./refund \$		

Box 5: Scholarships or Grants

- Reports all scholarships, fellowships and grants provided to you in a given calendar year. Payment sources may include:
 - Third Party Contracts (TPC)
 - University or Departmental grants and fellowships
 - Governmental and private entities (Department of Veterans Affairs, Department of Defense (DOD), civic and religious organizations)
- Note that it does not include your payments

Box 6: Adjustments to Scholarships or Grants for a Prior Year

- Reports any adjustments to scholarships, fellowships or grants that were reported for a prior year.
- May show adjustments made by Academic Departments or the Financial Aid Office (FAO) to update or change funding sources for scholarships, fellowships or grants.
- The amount in Box 6 may affect the amount of any allowable tuition and fees deductions or education credits you claimed in a prior year.
- You may have to file an amended tax return (Form1040-X). Please consult with a professional tax advisor.

ACCESSING YOUR FINANCIAL INFORMATION VIA AXESS

Box Breakdown

The data used to calculate the amounts reported in each box of the form is viewable via the Box Breakdown in Axess.

- Sign on to Axess <http://axess.stanford.edu>
- Click on the Student Menu
- Scroll down to the Finances section on the left panel
- Select “View 1098-T and Grant Permission” from the drop down menu to view the amounts that make up the total in each box

Account Activity

Please use “Account Activity” in the Finance Section in Axess. This shows all charges, payments and refunds activities in your student account. To view your itemized financial information listed on the 1098-T, use the date range selection of January 1, 2020 to December 31, 2020. You can download the raw data, but it will not discriminate any tax eligible fees or aids. It will list everything (e.g., housing, meal plans, etc.) We recommend the use of Excel to perform your own calculations. <https://sfs.stanford.edu/student-accounts/understanding>.

Box Num	Item Amount	Business Unit	Item Type	Account Type	Item Term	Description	Actual Billing Date	Date Posted	Payment Date
1	001	171.00	STANF	980431000001	CHG	1204	CitizensOne Private Loan		01/06/2020
2	001	1196.00	STANF	980431000001	CHG	1204	CitizensOne Private Loan		01/06/2020
3	001	16464.00	STANF	980101000000	CHG	1202	Alyne Memorial		01/23/2020
4	001	16463.00	STANF	980101000000	CHG	1204	Alyne Memorial		01/23/2020
5	001	15082.00	STANF	980101000000	CHG	1206	Alyne Memorial		04/01/2020
6	001	27.00	STANF	980431000001	CHG	1206	CitizensOne Private Loan		04/01/2020
7	001	2337.00	STANF	980431000001	CHG	1206	CitizensOne Private Loan		04/01/2020
8	001	100.00	STANF	980201000007	CHG	1212	Stanford Fund Scholarship		10/20/2020
9	001	16461.00	STANF	980201000007	CHG	1212	Stanford Fund Scholarship		10/20/2020

Posted Date	Item	Term	Charge	Payment	Refund
12/14/2020	Tuition	2020-2021 Winter	18,491.00		
12/13/2020	Stanford ePay Check Payment	2020-2021 Winter		332.00	
12/13/2020	Stanford ePay Check Payment	2020-2021 Autumn		2,731.85	
12/07/2020	UG Student Activities Fee	2020-2021 Winter	-74.00		
12/06/2020	Campus Health Service Fee	2020-2021 Winter	232.00		
12/06/2020	UG Student Activities Fee	2020-2021 Winter	174.00		
11/23/2020	Outside Awards Applied to Bill	2020-2021 Autumn		168.00	
11/23/2020	Stanford Fund Scholarship	2020-2021 Autumn			-166.00
11/19/2020	Late Fee	2020-2021 Autumn	23.16		

STATEMENT OF ACCOUNTS - NOT AVAILABLE for 2020

International Students

We will not be producing a Statement of Accounts for the 2020 calendar year. Instead, international students can request a copy of the 1098-T if they are considered US Residents for tax purposes. Please submit a Service Now Request to the Student Services Center (SSC), and we will place a special request to generate the form for you: log into services.stanford.edu and search for “Print 1098-T” For more information, please visit Bechtel International Center’s web site: <https://bechtel.stanford.edu/>

RESOURCES:

IRS 800-829-1040

Interactive tax assistance program: <https://www.irs.gov/help/ita/am-i-eligible-to-claim-an-education-credit>

IRS 2020 Instructions for Forms 1098-E and 1098-T

IRS publication 970, Chapters 1, 6, and 9 - <https://www.irs.gov/pub/irs-pdf/p970.pdf>

sfs web site: <http://sfs.stanford.edu/taxes>

Inquiries: submit a SNOW ticket to the SSC