

# 1098-T FAQs for ctcLink

**Purpose:** Use this document as a reference for questions about a student's 1098T.

**Audience:** Student Financials staff

## Box 1: Payments Received Method

### How does the system know what is a qualifying tuition and related expense (QTRE)?

Box 1 calculates all payments that are attached to charges that are eligible for 1098T reporting. When you build your Item Types for charges you check the 1098-T Eligible box on the Amounts Edits tab if the charge is reportable. The system will pick up all payments attached to these eligible charges.

### How does the system know which payments to look at that paid QTRE?

The system looks at item types classified as payments that:

1. Applied to a charge item type that is flagged as 1098T eligible.
2. Was not reported on a previous 1098T.
3. Has a posted date that falls in the range of 01/01-12/31 for that 1098T calendar year.

### What about loans? Shouldn't they be showing up in box 1?

Yes, loans should be part of the box 1 calculation. These would need to be excluded from your 1098T tree that the FinAid Group looks at on your TIN setup.

### How do refunds get reported?

Refunds for the current 1098T calendar year will reduced from box 1 and box 5 if it is a financial refund. What about for prior year refunds? See below for Box 4 Q&A.

## Box 2: Amounts Billed Method-Not used by SBCTC colleges

Box 2 Amounts Bill Method is not used by SBCTC colleges.

## Box 4: Adjustments Made for the Prior Year

### What about Box 4, how does that get populated?

Peoplesoft will look at the prior year 1098T table and the refund table. If a payment was applied to a prior year QTRE and generates a refund, then the amount will show up here.

## Box 5: Scholarships or Grants

### Shouldn't Third Party payments be included in Box 5?

Yes, any third party that pays for QTRE should show up in Box 5 if your college keeps a separate account for the third party. These item types should be included your 1098T tree that the FinAid Group looks at on your TIN Setup. If a Third Party payment is missing, please let ERP Support know by logging a help desk ticket.

### Why is Box 5 showing amounts for non-qualifying tuition and related expenses?

Box 5 shows all grant aid that goes toward cost of attendance. Grant aid that can pay QTRE is reported in both box 1 and box 5. Aid that is restricted to nonqualified expenses is reported only in box 5.

### Box 5 is greater than box 1. Why is the student receiving a 1098T?

SBCTC recommends sending a 1098T to students that have box 5 greater than box 1 as they can use it to show proof of enrollment even if the student may not benefit from using it for their taxes.

## Other Questions about how 1098Ts get generated

### This student paid QTRE out of pocket but they don't have a 1098T?

Look at the Review 1098T Messages page. This will let you know why a student didn't get a 1098T generated.

### This student was enrolled during the 1098T calendar year but they still didn't get a 1098T?

PeopleSoft looks at how the academic load is set up for your institution. It will look for anyone that is Half-time, Three-Quarter time, or Full time. Contact your enrollment services department about the credit levels for these academic load values. Most schools have half-time to be considered 6 credits. A student with the "Not eligible for 1098T Enrollment" message does not meet these academic load levels and therefore the system is not generating a 1098T. You can force a 1098T for this student if they request it. **Note: If the student receives no grade or 0.0 for their classes, no 1098T will be generated and the error message will be enrollment related.**

### This student has a 1098T but they are not in any eligible classes.

The delivered functionality is looking at the student's enrollment information to see if they are in the above mentioned academic loads; along with, units taken that are greater than zero and if the class is considered as earned credit. If you believe a certain class is not eligible based on the mentioned parameters, you will need to contact the course/class builders to find out why the class was set up to be earning credit and count towards units taken. If they are unable to answer why, please log a ticket with our ERP Support team.

### The file I transmitted to the IRS is BAD, what do I do?

Any further questions on how Peoplesoft creates 1098Ts for ctcLink, please log a ticket with our ERP Support Team.

QCS\_SF\_1098T\_LATEST\_STATUS - provides the latest 1098-T student data and includes the status pertaining to the Auditing and Validating steps.

[illegible]

QCS\_SF\_1098\_NO\_CONSENT - no electronic consent 1098-T

QCS\_SF\_1098T\_BOX\_TRANSACTIONS - 1098T Boxes Transactions

### QCS\_SF\_1098T\_BOX\_TRANSACTIONS - 1098T Boxes Transactions

Business Unit

Year

Enter Stdn ID or Blank for all

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (19 kb)

View All First 1-52 of 52 Last

Row	Business Unit	ID	Name	Seq	Year	Seq Nbr	Item Code	Box #	Item Amt	Item Type	Acct Nbr	Item Term	Eff Date	Descr
1	WA140	101010123	Cassidy Reynolds	1	2019	1	Payment	001	382.00	911000000000	CNV001	2193	03/04/2019	Federal Pell Grant
2	WA140	101010123	Cassidy Reynolds	1	2019	2	Payment	001	10.00	070000000000	CNV001	2193	03/18/2019	Conv: Cash Payment
3	WA140	101010123	Cassidy Reynolds	1	2019	3	Payment	001	12.50	070000000000	CNV001	2193	03/18/2019	Conv: Cash Payment
4	WA140	101010123	Cassidy Reynolds	1	2019	4	Payment	001	40.00	070000000000	CNV001	2193	03/18/2019	Conv: Cash Payment
5	WA140	101010123	Cassidy Reynolds	1	2019	5	Payment	001	20.00	070000000000	CNV001	2193	03/18/2019	Conv: Cash Payment

### QCS\_SF\_1098T\_ELECT\_CONSENT - Stdnts granted 1098T elec perm

TIN

Year

Agreement Date Prior To

ID (Optional)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (238 kb)

View All First 1-100 of 1324 Last

Row	ID	1098T Year	Consent Agreement	Status	Agreement Date Prior To
1	101010153	2020	1098-T Consent	Accepted	07/06/2020
2	101010178	2020	1098-T Consent	Accepted	07/10/2020
3	101010203	2020	1098-T Consent	Accepted	02/29/2020
4	101010224	2020	1098-T Consent	Accepted	03/09/2020
5	101010247	2020	1098-T Consent	Accepted	06/17/2020

### QCS\_SF\_1098T\_ITEM\_TYPE\_CHRG

SetID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (108 kb)

View All First 1-100 of 554 Last

Row	SetID	All Charge Item Types	All Charge Descr	1098-T Eligible	Only 1098T Box1 Charges	Only 1098T Box1 Chrg Descr	1098-T Eligible
1	WA140	010000010000	Conv: Resident Tuition	Y	010000010000	Conv: Resident Tuition	Y
2	WA140	010000020000	Conv: NonResident Tuition	Y	010000020000	Conv: NonResident Tuition	Y
3	WA140	020000005050	Conv: Facilities Fee	Y	020000005050	Conv: Facilities Fee	Y
4	WA140	020000012075	Conv: Matriculation Fee	Y	020000012075	Conv: Matriculation Fee	Y
5	WA140	020000018875	Conv: Student Union Building	Y	020000018875	Conv: Student Union Building	Y

### QCS\_SF\_1098T\_REPORT - Shows a line by line list of students with created 1098T reports (RUN IN SCHEDULE QUERY)

	A	B	C	D	E	F	G	H	I	J
1	ID	TIN	Year	Date Updated	Seq. Nbr.	Unit	First Name	Last Name	FERPA Block	Date Created
2	101010055	910824167	2020		1	WA140	Casey	Wood	N	01/07/2021 11:22:33AM
3	101010123	910824167	2020		1	WA140	Cassidy	Reynolds	N	01/07/2021 11:22:33AM
4	101010153	910824167	2020		1	WA140	River	Barnes	N	01/07/2021 11:22:33AM
5	101010155	910824167	2020		1	WA140	Lonnie	Gibson	N	01/07/2021 11:22:33AM
6	101010158	910824167	2020		1	WA140	Terry	Hamilton	N	01/07/2021 11:22:33AM

### QCS\_SF\_INBOX5\_1098SETUP

QCS_SF_INBOX5_1098SETUP - 1098T Box 5 Items				
*SetID WA140				
View Results				
Download results in : Excel Spreadsheet CSV Text File XML File (90 kb)				
View All				
First 1-100 of 481 Last				
Row	SetID	All Fin Aid/Pmt Item Types	All Fin Aid/Pmt Descr	Box5 Fin Aid/Pmt Descr
1	WA140	974000000100	Border County Resident	
2	WA140	974000000000	NonResident Operating Fee Diff	
3	WA140	973000000000	Clark Employee Tuition Waiver	
4	WA140	972000000000	State Employee Tuition Waiver	
5	WA140	971000000300	American Indian	

# IRS FIRE Account

## Looking ahead for 2022 annual reporting:

If you have not gotten your college’s FIRE account through the IRS we recommend you begin that process as soon as possible. You will need an account for your college in order to upload annual tax files to the IRS website. We have heard that it can take anywhere from weeks to months to get an account set-up. Starting early is highly recommended.

Here is a link to setting up an account. <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>

Below is a summary of the annual tax process that will require you to use your FIRE account:

### 1098T:

#### You will need a FIRE account to do the following task:

Colleges are responsible for filing the 1098T electronic file for their college to the IRS. The due date is currently the end of March but could always be subject to change by the IRS.

### 1099M, 1099NEC:

#### You will need a FIRE account to do the following task:

Colleges are responsible for filing the electronic 1099M/NEC file for their college to the IRS if they so choose. Those colleges generating more than 250 forms must file electronically. The due date is currently the end of March but could always be subject to change by the IRS.

Be sure you are a member of the ctcLink Listservs so you do not miss any of the messaging that is sent out each fall in regards to these processes.

### Notes:

Questions about creating/maintaining your colleges FIRE account need to go to the IRS. *SBCTC is not able to assist colleges with that process.*


Questions regarding these processes can be found in the QRG depository or by creating a ticket via SolarWinds and sending it to:

Student Finance ERP (1098T)

Finance ERP (1099Ms)

The process for filing the W2 electronic file is done for the system by SBCTC. No college actions required.

## Review 1098-T Messages

 Use this page to view the messages that are created when 1098-T data is **not generated** for a student during the Generate 1098-T process.

Messages from only the most recent run of the Generate 1098-T process appear.

### Common Message Descriptions:

- Not eligible for 1098-T - Citizenship Status
- Not eligible for 1098-T - Enrollment
- Not eligible for 1098-T - No Financial Info
- Not eligible for 1098-T - Paid by Fin Aid

**Navigation: NavBar > Navigator > Student Financials > Taxes > Review 1098-T Messages**

 You can use the **QCS\_SF\_1098T\_MESSAGES** query to find batch results using your Institution and Tax Year as search parameters.

1. The Review 1098-T Messages search page displays.
2. Enter or Search the **ID**.
3. Enter or Search your **Federal TIN**.
4. Enter or Search the **Calendar Year**.
5. Select Search.

## Review 1098-T Messages

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

ID	begins with ▼	101013646	
Federal TIN	= ▼	910824213	
Calendar Year	= ▼	2022	
National ID	begins with ▼		
Campus ID	begins with ▼		
Last Name	begins with ▼		
First Name	begins with ▼		

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

6. The Review 1098-T Messages page displays.

## Review 1098-T Messages

Federal TIN 910824213

Calendar Year 2022

ID 101013646

Edwards, Jaden

Run Date 01/10/2023

### Messages

Personalize | Find | View All | |

First 1 of 1 Last

#### Description

1 Not eligible for 1098-T - No Financial Info.



Return to Search



Notify

7. Process complete.

## Validation Status

Navigation: NavBar > Navigator > Student Financials > Taxes > Edit 1098-T Data



- **Do Not Report:** The 1098-T Form Print report ignores records with this validation status. You can only assign this validation status to a record manually. Change the validation status to Do Not Report if you determine that you do not want to print or electronically file a 1098-T tax form for this student.
- **Failed Validation:** The 1098-T Form Print report does not pick up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be invalid, the system assigns this validation status to the record.
  - Failed Validation requires correcting.
  - Reasons for Failed Validation:
    - Invalid Address
    - Invalid Name
    - Invalid Box Amount
  - The PDF generated from the Auditing 1098-T section of the [9.2 1098-T Processing](#) QRG will allow you to determine the reason of Failed Validation for each student.
  - To correct the Failed Validation, fix the reason for the Failed Validation then re-run the Audit/Validate process utilizing the **Student Override** functionality.
- **Passed Validation:** The 1098-T Form Print report picks up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be valid, the system assigns this validation status to the record.
- **Pending Validation:** The 1098-T Form Print report does not pick up records with this validation status. The system assigns this validation status to all new records created by the Generate 1098-T process. In addition, if you click the Override Data button, the system assigns the new row this validation status.
- **Validation Overridden:** The 1098-T Form Print report picks up records with this validation status. You may assign this validation status to a record manually. Assign this value when a student's 1098-T data fails validation and you want the printing and file creation process to ignore the errors, transmitting the data exactly as it appears.