

## AAU 1098-T Form FAQ

Please note that AAU cannot provide tax filing advice regarding Form 1098-T and/or your eligibility for tax credits/deductions. If you have further questions on how to file the 1098-T Form with your taxes or other specific tax-related questions, please contact your tax professional.

### What is a 1098-T Tuition Statement?

1098-T Form is a form that colleges and universities are required to issue to students who pay qualified tuition and related expenses in the preceding tax year. The 1098-T includes the student's name, address, social security number or TIN, and the school federal TIN. This form can be used by the student or the person who can claim the student as a dependent, who may be able to claim an education credit on Form 1040. If you have further questions on how to file the 1098-T Form with your taxes or other specific tax-related questions, please contact your tax professional.

### When is the 1098-T Form available?

1098-Ts are made available to students by the end of January. For students who are opt-in to receiving their 1098-T Tuition Statement electronically, an e-mail notification will be sent when statement is ready to be viewed at <https://heartland.ecsi.net/>. If you have not signed up to receive your 1098-T electronically, a paper form will be mailed to the current address on file at the end of January.

The benefits to receiving electronic notification are:

- Provides access to the form 1098-T earlier than the traditional mailing process.
- Online access eliminates the chance that the 1098-T will get lost, misdirected, or delayed during delivery, or misplaced once the student receives it.
- Signing up for online access is easy and secure.
- Students can access their 1098-T form while traveling or away from their home address.

### How can I access my current 1098-T Form online?

- Visit <https://heartland.ecsi.net/>
- Click on To Access Your 1098-T Tax Form link

- Enter school - **Academy of Art University**
- Enter your personal information
  - First Name
  - Last Name
  - Social Security Number
  - Zip Code (your mailing zip code)
  
- Click **Print/View Statement** for statement to generate and populate with your personal information and AAU federal TIN#. You will need AAU federal TIN# when filing your tax returns.

\* **Reminder, please disable your Pop-Up Blocker on your web browser. If the pop-up blocker is enabled, your 1098-T statement will not generate/populate when you click on Print/View Statement.**

#### **How can I access my past years (2013 – 2018) 1098-T Form online?**

You can access them quickly and easily by login to your ECSI account at <https://heartland.ecsi.net/>. If you do not have an account, please click on the Sign In or Register button in the upper right side of the page. Complete the registration section to create your profile and then connect your tax account by entering your Heartland Key code. ***Prior to completing your registration, please contact ECSI's customer service @ 1-866-428-1098 for your Heartland Key code.***

#### **What amounts are reported on 1098-T Form?**

- **Box 1 – Payments Received for Qualified Tuition**

Box 1 reports the total payments received during the calendar year from any sources for qualified tuition and related expenses. Fees such as health services, room and board, insurance, transportation are not considered as qualified education expenses according to the IRS.

- **Box 2 – Box is Blank**

Box 2 is blank because Congress and the IRS eliminated the option for colleges and universities to report the “amounts billed” on form 1098-T for tax year 2019 and beyond.

- **Box 4 – Adjustments to Qualified Tuition from a Prior Reporting Period**

Box 4 reports any adjustment made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T.

- **Box 5 – Scholarships and Grants Received**

Box 5 reports the total amount of scholarships and grants disbursed during the calendar year for qualified tuition and related expenses.

- **Box 6 – Adjustments to Scholarships and Grants**

Box 6 reports any adjustments to scholarships or grants from a prior year. If a scholarship or grant is retroactively revoked, the amount of the scholarship or grant will be reported in Box 6.

- **Box 7** – is checked if Box 1 includes payment received was for a future semester (an academic period beginning January – March).
- **Box 8** – is checked if you have been at least a half-time student (6 credit hours) for a least one academic period that began during the calendar year.
- **Box 9** – is checked if you were enrolled as a graduate student for at least one academic period during the calendar year for which reporting is required.

#### **Why didn't I receive a 1098-T Form ?**

The IRS does not require AAU to generate a 1098-T Form for the following:

- International student without an issued SSN or TIN.
- Students enrolled in non-degree programs
- Students who did not have qualified tuition and related expenses
- There were no payments made within the calendar year for qualified tuition and related expenses.

#### **Why didn't I receive a 1098-T Form when I have an issued SSN/TIN?**

We are unable to generate your 1098-T Form if you did not provide your SSN/TIN to the Registrar Office. To update your record with an issued SSN/TIN, please complete the [W-9S form](#) and submit it to the Registrar Office @ [registrar@academyart.edu](mailto:registrar@academyart.edu).