



1098-T Quick Reference Guide

You can access your 1098-T information through our 1098-T provider, **ATS**.

Please log on to www.atsprintfreedom.com and use the following steps:

- ❖ Access ID: Warren
- ❖ Username: (your WCCC student ID number)
- ❖ Password: (the last 4 digits of your Social Security number
OR the password you created in a previous year *see below*)

If you do not remember your password, please click the “[Forgot Password?](#)” link located above the log-in area. You will be contacted via email with a password reset. If you have not previously provided ATS with an email address, this reset email will be sent to the WCCC Business Office. *It may take up to **3-5 business days** to receive your temporary password from the WCCC Business Office.*

DO NOT ATTEMPT MULTIPLE PASSWORD RESETS!

Once logged in to ATS, please provide your email address to prevent future issues.

Students interested in learning more about education-related tax provisions may find information on the IRS website: <https://www.irs.gov/individuals/students>

If you have any questions, please feel free to contact the Business Office, however:

WCCC is not able to provide students or parents with tax advice!

We strongly encourage you to speak with a qualified tax advisor or the IRS with any questions:

- Telephone: 1-800-TAX-FORM
- Website: <http://www.irs.gov/>

*As of January 1, 2019: Due to a change in reporting requirements under federal law in 2018, Warren County Community College 1098-T tax statements report payments (**ONLY** if the payments **DO NOT EXCEED** qualifying tuition charges within the calendar year) as well as grants/scholarships within the calendar year. A calendar year consists of charges and payments **dated** between **1/1/2020 and 12/31/2020**. WCCC no longer reports charges (Box 2).*

Thank you.

Warren County Community College Business Office

businessoffice@warren.edu

Basic Explanation of IRS Form 1098-T

As per a 2018 IRS update to the 1098-T form, Warren County Community College now reports scholarships and grants (Form 1098-T: Box 5) and all amounts paid for qualified tuition and fee expenses, not exceeding total tuition and fee charges for the calendar year (Form 1098-T: Box 1).

Form 1098-T: Box 1

Types of payments included in this box, not exceeding total Qualified Tuition and Related Expenses (QTRE)*, *less any refunds* made during the calendar year:

- Payments made by cash, check, or credit card, *less any refunds*
- Payments made online or in a payment plan via Nelnet, *less any refunds*
- Scholarships and federal/state grants, *less any refunds*
- Student loan payments, less any refunds (federal and private loans received by WCCC)

** Please note: The college application fee and Cengage Book Subscription are NOT included in QTRE*

Form 1098-T: Box 5

Type of scholarship and grants included in this box (refunds are NOT included in this box):

- Federal and state grants
- WCCC Scholarships
- Private Scholarships

Explanation of IRS Form 1098-T

- The IRS Form 1098-T is an information form filed with the Internal Revenue Service.
- The IRS Form 1098-T that you received reports amounts paid for qualified tuition and fees, not exceeding total tuition and fee charges for the calendar year.
- Box 1 includes all payments made during a calendar year – this includes financial aid grants and scholarships, minus any refunds issued, not to exceed to the total tuition and fee charges for the calendar year.
- Box 5 includes all scholarships and grants excluding refunds.
- You, or the person who may claim you as a dependent, may be able to use this 1098-T form to take either the tuition and fees deduction or claim an education credit for the qualified tuition and related expenses that were actually paid during the calendar year. **Please consult a tax professional with any questions related to this tax benefit.**
- There is no need to attach Form 1098-T to your tax return.
- All information and assistance that WCCC can provide to you is contained in this notice. If you have any questions, please feel free to contact the Business Office, however: **WCCC is not able to provide students or parents with tax advice!** We strongly encourage you to speak with a qualified tax advisor or the IRS with any questions at www.irs.gov or 1-800-TAX-FORM
- As of January 1, 2019 the IRS no longer allows charges to be reported (Form 1098-T: Box 2).
- **There is no IRS requirement that you must claim the tuition and fees deduction or an education credit. Claiming education tax benefits is a voluntary decision for those who may qualify.**