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](http://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](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

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](mailto: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.