

# Tax Information

## How to Retrieve Tax Information

Log in to [TopNet](#) with your net ID and password to retrieve the information from your Form 1098-T. The forms will be available on [TopNet](#) under “Student Services – Tax Notification” no later than January 31.

## Frequently Asked Questions

### **How do I receive a copy of Form 1098-T?**

The IRS requires Form 1098-T to be postmarked by January 31 of the following calendar year. This form is mailed to the permanent address (not billing address) of a student who was enrolled at WKU. Address changes can be made on [TopNet](#).

Students may also opt in to receive an electronic 1098-T on [TopNet](#) under “Student Services”, then select “Opt in to Receive Electronic 1098-T.”

### **Where can I get a listing of payments made to WKU?**

Under the Student Services tab, select “Student Records”, then “Account Summary by Term” on [TopNet](#) to view a summary of charges assessed and payment. In addition, the university will provide supplemental account summary with your 1098-T for informational purposes.

### **Since I received a Form 1098-T from WKU, am I qualified for one of the education tax credits?**

The taxpayer is responsible for determining eligibility. The university is unable to provide tax advice.

### **How can I find out if I am eligible for a tax benefit?**

Check the IRS website, contact the IRS, or contact a tax advisor. The university is unable to provide tax advice.

### **My Form 1098-T contains incorrect information. How can this be corrected?**

Contact the WKU Office of Student Billing and explain what you feel is incorrect. The office will review the information. If there is a mistake on the form, a corrected form will be issued.

### **What are qualified and non-qualified expenses?**

As determined by the federal government, qualified expenses are defined as expenses required by and paid to the institution for enrollment purposes. They include tuition, course fees and program fees.

Nonqualified expenses are defined as books, room and board, student activities, parking, athletics, insurance, equipment, or other similar personal living expenses. Study Abroad invoices are not included in the calculation. Contact the appropriate study abroad or study away office for a breakdown of program costs.

As a result, the amount of qualified expenses will likely be less than the total amount of money paid.

Refer to the [IRS](#) website for additional information including [Publication 970](#), Tax Benefits for Education.

### **Why is there an amount in Box 1 and Box 2 is blank?**

Due to a change to institutional reporting requirements under federal law, beginning with tax year 2018, the University will report in Box 1 the amount of payments received during the calendar year (tax year). The amounts paid are capped by the amount of tuition and related expenses *billed* during the tax year.

**Caution:** Education credits may only be claimed for qualified tuition and related expenses that were actually paid during the tax year. Institutions are required to report payments received during the calendar year in box 1. The amount shown in box 1 may represent an amount other than the amount actually paid for Qualified Tuition and Related Expenses (QTRE). The amount of payments received in Box 1 will be capped by the amount of tuition billed during the tax year. WKU will provide supplemental information of your account activity that you and/or your tax preparer may find helpful.

### **Tax Form Details:**

**Box 1**—The total payments from any source received by an eligible educational institution during the tax year for qualified tuition and related expenses less any reimbursements or refunds made during the tax year that relate to payments received during the tax year.

Please note the amount in Box 1 may **NOT** equal to or sum to the charges paid for the calendar year (tax year) because all charges are not considered qualified tuition and related expenses as defined by the Internal Revenue Service. The amount of payments received in Box 1 will be capped by the amount of tuition billed during the tax year. If the charges were billed in the prior year, those charges and corresponding payments may not be reflected in Box 1.

**Box 2**—Reserved.

**Box 3**—Reserved.

**Box 4**—The amount of any adjustments made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit you may claim for the prior year. See Form 8863 or the IRS Pub 970 for more information.

**Box 5**—Includes the total of all scholarships, grants, contracts, and fee waivers administered and processed by the university. For example, for 2019, **Winter 2020 and Spring 2020 scholarships or grants disbursed to the student account in 2019 will appear in Box 5 and Box 1.**

**Box 6**—The amount of any adjustments made for prior year scholarships, grants, contracts, and fee waivers that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit you can claim for the prior year.

**Box 7**—Will be checked if the amount in Box 1 includes amounts for an academic period beginning January–March of the following tax year. See the IRS Pub 970 for how to report these amounts.

**Box 8**—Indicates whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at WKU. If you are at least a half-time student for at least one academic period that begins during the year, you meet one of the requirements for the American Opportunity Credit. You do not have to meet the workload requirement to qualify for the tuition and fees deduction or the Lifetime Learning Credit.

**Box 9**—Indicates whether you are considered to be enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized graduate-level educational credential. If you are enrolled in a graduate program, you are not eligible for the American Opportunity credit, but you may qualify for the tuition and fees deduction or the Lifetime Learning Credit.

**Box 10**—Will always be blank on any 1098-T form you receive from WKU.

### **Additional Questions?**

**Western Kentucky University cannot provide tax advice.** Please consult your tax advisor or refer to IRS Pub. 970, “Tax Benefits for Education”, Form 8863, and the Form 1040 instructions for additional information.

The below IRS links may also be helpful.

[Publication 970 – Tax Benefits for Education](#)

[IRS Tax Information for Students](#)