



FAQ related to 1098-T Tax Form

Q: What is the 1098-T tax form?

A: The 1098-T tax form is an Internal Revenue Service (IRS) tuition statement which is intended to help students file their federal income tax return. The University provides an electronic version of the 1098-T tax form unless the student has opted out. In this case, a paper 1098-T tax form will be mailed to the student. Students need to keep the 1098-T tax form for their records. Since Kent State sends students' 1098-T tax information directly to the IRS, there is no need for students to include the 1098-T tax form when filing their tax returns.

Q: Who is issued a 1098-T?

A: All Kent State University students, including students participating in the College Credit Plus programs (CCP), are issued a 1098-T.

Q: How is my 1098-T's produced by Kent State University?

A: The authorization for an electronic 1098T is part of the online class registration process. Both a paper and an electronic copy of the 1098-T will be issued if class registration is processed by your college department.

Q: How do I use the information on my 1098-T?

A: Students only need to use it if they are planning to file [Form 8863](#) Education Credits (American Opportunity and Lifetime Learning Credits) with their taxes.

Q: Which expenses qualify for the American Opportunity or Lifetime Learning Credits?

A: Please, contact your tax preparer or the IRS with questions concerning how to use the 1098-T tax form. You may also find helpful information related to the use of the 1098-T tax form at www.irs.gov

Q: What is included in box #1?

A: The total amount of payments from all sources (i.e. personal payments, grants, scholarships, tuition waivers, and loans) less any reimbursements and/or refunds made during the calendar year that relate to the payments received for qualified tuition and related expenses (QTRE). Related expenses do not include room or dining plans. Payments and waivers for FlashBooks* are included in box #1 because FlashBooks are considered a qualified expense. The amount listed in box #1 will be equal to or less than the amount charged for QTRE. The amount reported is not reduced by the scholarships and grants reported in box #5. Payments for past due tuition and qualified expenses may be included in this total as long as the items were previously billed.

Q: Why is box #2 blank?

A: Beginning with tax year 2018, Kent State is required by the IRS to report the amount paid during the year in box #1 so box #2 will no longer be populated.

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Q: What is included in box #4?

A: Due to the change in reporting methods, Box #4 is blank for tax year 2018. Therefore, starting with tax year 2019 and thereafter, any adjustments previously reported to payments related to QTRE will be listed in box #4.

Q: What is included in box #5?

A: The total amount of scholarships, tuition waivers, and grants are listed in box #5. Please note that scholarships and grants for spring terms disburse to the student account in January. Therefore, they are listed on the 1098-T tax form in the year that they disbursed.

Q: What does a “check mark” indicate in box #7?

A: Box #7 will be checked if any payments received for qualified tuition and related expenses reported for the current tax year relate to an academic period that begins in a future tax year.

Q: Why don't the numbers on the 1098-T Tax Form equal the amounts I paid to Kent State University during the year?

A: There could be two reasons for this. First, Box 1 only represents amounts paid for *qualified tuition and related expenses* (QTRE). It does not include payments made towards your non-qualified related expenses such as room and board, parking which, though important, are not considered mandatory education expenses for tax purposes. Secondly, your 1098-T only include amounts you paid in a *calendar year* which runs from January 1 to December 31. For example, we typically bill spring semester tuition in December. So, if you registered for Spring 2022 courses by the end of December, 2021 **and** paid your tuition on/by December 31, your tuition payment will appear in box 1 on your 2021 1098-T. However, if you paid your Spring 2022 tuition **after** January 1, 2022 then your payment will appear in Box 1 on your 2022 1098-T. You can access your payment history via the payment portal:

- a. Log in to FlashLine by visiting <https://login.kent.edu>
- b. Select *Student>Finances>Tuition and Payments*
- c. Select *View My Ebill*
- d. Select *Transactions* to view your payments history

Q: When will my 1098-T be available to view?

A: The electronic 1098-T will be available by the end of January each year for the prior tax year. The 1098-T Tax Form is located in FlashLine.

- Log into FlashLine.
- From the menu on the left hover your cursor over “Student”.
- From the menu on the right select “Tuition Tax Forms”.
- Enter the tax year and click on “Submit”.

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Q: How can I give a parent/guardian/advocate access to my electronic 1098-T?

A: Students can grant access to their electronic 1098-T in KSUview. For more information about granting access to KSUview, please select this [link](#) or go to <https://www.kent.edu/welcome-ksuview>

Please find useful information relating to 1098-T on the IRS website at these following web addresses.

- <https://www.irs.gov/Individuals/Students>
- <https://www.irs.gov/Individuals/Parents>

*FlashBooks are specific to certain courses for more information please visit <https://www.kent.edu/studentaffairs/flashbooks>

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