



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. Students only need to use it if they are planning to file [Form 8863](#) 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. 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 qualified tuition and related expenses. 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.

Q: What is included in box #4?

A: Box #4 will be blank starting with tax year 2018 since Kent State University did not previously report adjustments to payments related to qualified tuition and related expenses. Therefore, starting with tax year 2019 and thereafter, any adjustments made to payments for a prior tax year will be listed in box #4.

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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: How does Kent State issue a 1098-T?

A: Authorization to have a 1098-T issued electronically 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: When will my 1098-T be available?

A: The electronic 1098-T will be available by the end of January each year for the prior tax year.

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>

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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