17.1 1098-T Reporting

Policy Statement
In 1997, the United States Congress passed the Taxpayer Relief Act of 1997 (TRA’97). A portion of this act provides for tax credits in certain cases for qualified tuition and fees paid to institutions of higher education.

Reason for policy
The University of Georgia is required by the Internal Revenue Services (IRS) to issue a 1098-T each calendar year to students billed or receiving aid during this time according to the IRS guidelines, Publication 970.

Procedures
No later than February 1, the University of Georgia will provide a Form 1098-T to each eligible student for the previous calendar year.

The 1098-T will include an indication as to whether the recipient was enrolled at least half-time for at least one academic term during the calendar year and whether the student was enrolled exclusively in graduate level courses. Also included will be the 'qualified' tuition and fee amounts billed by the University, scholarships and/or grants disbursed and adjustments made in the prior year’s statement during calendar year being reported. The University will provide a supplemental statement that itemizes the totals being reported should you have questions.

Students can access their 1098-T via student account if they select this option. Students who did not select the electronic option will receive theirs in the mail. Students who decide to change their electronic option to receive by mail, will need to mail in a letter to the Bursar’s Office requesting this change.

Additional contacts
Amy Brown
Phone Number: 706-542-6825

Policy definitions
The 1098-T Form is used to report financial information about its students to the IRS as required by the Taxpayer Relief Act of 1997. Institutions are required to submit to the IRS a student’s name, address, taxpayer identification number, enrollment and academic status and their qualified tuition and related expenses as well as scholarships and/or grants, taxable or not.

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator:  Associate Vice President for Finance Division
Policy Owner: Bursar’s Division Office
Policy Contact: Amy Brown
Phone Number: 706-542-6825

Policy Dates
Effective Date:  
Date Last Updated: 04/14/2017