



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 for any individual enrolled for any academic period and for whom the institution receives payment of qualified tuition and related expenses during the calendar year 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 payments received for "qualified" tuition and related expenses, scholarships and/or grants disbursed, and adjustments made in the prior year's statement during calendar year being reported. Upon request, the University will provide a supplemental statement that itemizes the totals being reported. .

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

Additional contacts

Policy definitions

The 1098-T Form is used to report financial information in a calendar year 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, payments received for qualified tuition and related expenses and scholarships and/or grants received.

<https://www.irs.gov/forms-pubs/about-publication-970>

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: Manager, Bursar and Treasury Services

Phone Number: 706-542-2965

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Policy Dates

Effective Date: 02/01/2023

Date Last Review/Update: 01/26/2023

Previous Version of Policy: Please contact policy owner for previous version