

## Internal Revenue Service Form 1098-T information return for 2009

### ● Form 1098-T is available on the internet!

You can download and/or reprint your 2009 Form 1098-T from a secure web-site on the internet. Simply click on the link provided below and enter the required information:

- Link            [www.tsc1098t.com](http://www.tsc1098t.com).
- Site ID        10298
- Username     Your seven digit student ID number. If your student ID is less than seven digits, enter leading zeros. For example, for student ID "9999" enter "0009999".
- Password     Your temporary password is the last four digits of your SSN (Social Security Number). You will be asked to provide a permanent password once you log in.

### ● Why did I get a Form 1098-T?

The Internal Revenue Service requires 1098-Ts be provided to most students who paid tuition or received financial aid during the tax year. Qualified tuition and related expenses were reported based on amounts the student was billed, and adjusted by any fee waivers or sponsor payments credited to the student's account.

### ● What is Form 1098-T for?

The information on this form is used to claim the Federal **Hope** tax credit, the **Lifetime Learning** tax credit, or the **Tuition and Fees** deduction if you qualify. The District cannot advise you about your eligibility for these tax credits and deductions, or about the taxability of scholarships. See ● Where do I go for tax advice? on page 3.

### ● When was Form 1098-T sent out?

The form was mailed on January 15<sup>th</sup>, 2010. Please wait **two weeks** before calling or writing us for a replacement. Alternatively, you can look on the internet to see if we sent a Form 1098-T to you. See ● Form 1098-T is available on the internet at the top or ● How do I contact you? on page 4 for details.

## Internal Revenue Service Form 1098-T information return for 2009

### ● What if I didn't receive a Form 1098-T?

Not all students will receive a Form 1098-T for 2009. You will only receive a Form 1098-T if:

- You provided tax ID information (social security number) and a complete mailing address,
- We billed you (recorded an invoice) for qualified tuition and related expenses in calendar year 2009 (January 1<sup>st</sup> through December 31<sup>st</sup>),
- We made an adjustment in 2009 to tuition billed to you in 2008, and/or
- You received a scholarship or grant from us in 2009.

If we billed you for 2009 classes in 2008, that information was on your 2008 Form 1098-T, even if you paid for the classes in 2009. If we billed you for 2010 classes in 2009, that information is included on this year's Form 1098-T.

If your enrollment fees were paid for by a Board of Governor's Fee Waiver you will not receive a Form 1098-T. Only student's who were billed for qualified tuition and related expenses, or receive a scholarship or grant, will get a Form 1098-T. See ● [What is qualified tuition and related expenses?](#) and ● [Why are scholarships and grants being reported?](#) below for details.

### ● What if I should have received a Form 1098-T but didn't get one?

The most common reasons for not receiving a Form 1098-T are; 1) we do not have a valid current address or social security number for you, or 2) the form was lost in the mail. You can check on the Internet to see if we printed and mailed one to you. If we did, you can print a duplicate copy for yourself. See ● [Form 1098-T is available on the internet](#) on page 1 for details. If you do not have access to the Internet, or we did not prepare one for you, see ● [How do I contact you?](#) on page 4.

### ● What is qualified tuition and related expenses?

Qualified tuition is any amount you had to pay in order to attend one of our colleges or classes. This includes the standard enrollment fees, non-resident tuition, international enrollment fees, etc. Qualified tuition does not include amounts that were paid by others, e.g. Board of Governor's Fee Waiver.

Related expenses are expenses you have to pay in order to attend one of our colleges or classes. Some of our colleges require you to pay a student union fee before taking classes. This is a qualified related expense.

## Internal Revenue Service Form 1098-T information return for 2009

Text books are not defined by the IRS as a qualified related expense. Transcript fees, telephone registration fees, parking permits, and similar costs are also not qualified related expenses.

If you have any questions, see  [Where do I go for tax advice?](#) below.

### **Why are scholarships and grants being reported?**

The IRS requires us to report the amount of any grants processed during the calendar year for the payment of the student's costs of attendance.

If you have any questions, see  [Where do I go for tax advice?](#) below.


### **Where do I go for tax advice?**




The District cannot advise you about your eligibility for educational tax credits and deductions, nor about the taxability of scholarships and grants you received. The following IRS publications and forms can help answer any questions you have. If you have access to the Internet you can download them from the IRS web-site at [www.irs.gov](http://www.irs.gov) or you may request them by calling 1-800-829-3676.

- Publication 970 (Tax Benefits for Higher Education)
- Form 8863 (Education Credits)
- Form 1040 or 1040A instructions.

If you still have questions please consult your tax preparer or the Internal Revenue Service at [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

### **What if my Form 1098-T is wrong?**

If the only thing wrong with the form is the address, you do not need to change it. See  [How do I change my address?](#) below to correct your address on our records.

If you think the information in one or more of the boxes on the Form 1098-T is incorrect, see  [What is qualified tuition and related expenses?](#) and  [Why are scholarships and grants being reported?](#) before you contact us. If you still think there is an error, see  [How do I contact you?](#) below.

## Internal Revenue Service Form 1098-T information return for 2009

### ● How do I change my address?

You can go to Web-Advisor at [www.4cd.edu](http://www.4cd.edu) and change your address.

You can go to the Admissions and Records Office at the campus you attended and request a change of address in person. You must bring proof of your identity with you.

Or, you can write or fax the college you attended and have them change your address. Your request must include your full name, student ID number or social security number, new address, your email address if you have one, your signature and date, and proof of your identity (photocopy of driver's license, student ID card, etc.). Below are the mailing addresses and fax numbers to use. We cannot make any address changes over the telephone.

Contra Costa College *	Diablo Valley College	Los Medanos College
2600 Mission Bell Drive	321 Golf Club Road	2700 East Leland Road
San Pablo, CA 94806	Pleasant Hill, CA 94523	Pittsburg, CA 94565
<i>* Students must appear in person to change their address. Mail-in change of address is not accepted.</i>	Attn: Admissions & Records	Attn: Admissions
	Fax (925) 605-8085	Fax (925) 427-6351

### ● How do I contact you?

We hope the preceding information has answered your questions. If you need additional information:

Write to us at: **CCCCD** (Include your student ID  
**Form 1098-T Unit** number, return address,  
**500 Court Street** and phone number)  
**Martinez, CA 94553**

Or call us at: **(925) 229-1000, ext 1223.**