**Frequently Asked Questions – 1098-Ts and Educational Tax Credit**

**How do I receive a copy of Form 1098-T?**

**Student Access**

**1. Online Access through KSIS -** Students can grant authorization to receive their 1098T online through KSIS. Students should go to the Student Homepage in KSIS and select the Financial Account tile. In the sidebar menu, select the Account Services folder and then click on View 1098-T. Click on the Grant Consent button on the page and follow the instructions to grant your consent to view your information online as soon as they are available, **on or around January 8th, 2019.** When the form is available, it will be available to print immediately from within KSIS.

**2. Mailed 1098T -** Students may also not grant consent for electronic delivery. If so they will receive a paper copy of their 1098T delivered to the Student's KSIS Permanent address. Paper 1098T's will be mailed **on or before January 31, 2019.** After KSU has fulfilled its obligation to mail the required 1098T, electronic online access will be available to all students.

**Designated Access**

Parents whose students have set them up with Designated Access will have access to view their students' 1098T online in their Designee Center AFTER that student has granted electronic delivery or after 1098T's have been mailed as required.

**I don’t have access to KSIS, the online student account. How can I regain access?**

Periodic password changes are required to continue access within KSIS. If you wish to reset your password to continue your access, please contact the IT Help Desk at (785)532-7722.

**Where can I get a listing of payments made to K-State?**
In the same section where you review your 1098-T is a link saying “View Transaction Detail”. Your payments as well as other transactions that make up your 1098-T are viewable from that link by calendar year.

**Since I received a Form 1098-T from K-State, am I qualified for one of the education tax credits?**K-State cannot provide tax advice, so please contact your tax accountant or advisor or the IRS.

**Why is there an amount in Box 1 and Box 2 is blank for 2018?**

Due to a change to institutional reporting requirements under federal law, beginning with tax year 2018, the University will report in Box 1 the amount of payments received for qualified tuition and related expenses paid during the calendar (tax year) 2018. We will not report assessed tuition.

**As the parent, I need the 1098-T. How can I get that form?**

If your student has set you up with Designated Access, then you can view and/or print within the Designee Center. If your student hasn’t set you up with Designated Access, follow this link to get additional information. It makes doing business at K-State much easier! If not, you will need to work with your student to get the necessary forms and information. They can log into their student account and print the necessary forms and backup documentation.

**Why don’t I have a Form 1098-T?**

Here are several reasons a 1098-T:

1) When scholarships, grants and sponsorships equal or exceed qualified tuition and fees.

2) Student is a Non-Resident Alien. We are not required to file a 1098-T for these students and won’t unless we are asked to do so. If you are a Non-Residential Alien and would like one, please contact our office prior to March 15, 2019.

3) There was no payment of qualified tuition and fees during the calendar tax year.

**Why does Kansas State University need my Social Security Number?**

KSU is required annually by the IRS to report qualified tuition and related expenses associated with your enrollment here. This information is reported both to you and to the IRS on Form 1098-T.  In order for us to prepare the forms correctly, Federal Law requires you to furnish us with your correct taxpayer identification number. This will be your Social Security Number unless you are unable to obtain a SSN.  Failure to furnish a correct Social Security Number may result in the IRS assessing you a $50 penalty.

**Is there a way I can submit my Social Security Number from within KSIS?**

**Yes there is!  \*\*NEW!!!\*\***

**How to provide your SSN**:

Go to KSIS: [https://ksis.ksu.edu](https://ksis.k-state.edu/)

Login using your K-State eID and password

Select Self Service from the left side navigation menu

Select Campus Personal Information

Select Enter SSN or ITIN number

Enter your SSN number

Confirm the number is correct

Select Submit

You will receive a confirmation message that your SSN has been received and any enrollment holds that may have been placed on your account because this information was missing will be lifted

Log out of KSIS.

Additional information can be found at the[**KSIS help page**](http://www.k-state.edu/ksis/help/students/stuIProvideITINorSSN.html)**.**

**What if the Social Security Number in KSIS is incorrect?**

Changes to Social Security Numbers need to be made thru the Registrar’s Office. You will need to provide a photo ID and your Social Security card.  Please contact the Registrar’s Office directly in 118 Anderson Hall, by emailing at registrar@ksu.edu or by calling (785)532-6254.