



# Financial Management Office

## 2018 Form 1098-T Reporting Change

Presented by  
Heather Cottrell  
Bursar's Office

### Changes to Box 1 & Box 2 Reporting

- Schools must report the Amounts Paid in Box 1
- Schools are no longer permitted to report the Amounts Billed in Box 2

The image shows a portion of the 2018 Form 1098-T. A red 'X' is placed over the Box 2 area, which is labeled 'Amounts Billed'. A black arrow points from the left towards Box 1, which is labeled 'Amounts Paid'. The form includes fields for 'Student's name', 'Student's ID', 'Academic year', 'Academic year of grant or scholarship award', 'City or town, state or province, territory, and ZIP or foreign postal code', 'Service Period/Start: Yes (see note)', 'Check if not a graduate student', 'Check if a graduate student', and 'Do Not Cut or Separate Forms on This Page'.

## 2018 FORM 1098-T BOX 1 REPORTING REQUIREMENT:

- Payments received less refunds in 2018 up to the amount billed in 2018 for qualified and tuition related expenses (QTRE).
- Even though *charges billed* is no longer reported in box 2, Banner will calculate *charges billed* for QTRE to provide the maximum amount of payments reported in box 1.
- It is assumed that all payments received go first toward QTRE, and then to non qualified expenses.

## TSATAXN SCREEN SHOT EXAMPLES OF BOX 1 PAYMENT RECEIVED CALCULATION:

Example 1 Payments received greater than charges billed for QTRE

Example 2 Charges billed for QTRE greater than payments received

### Example 1 Payments received greater than charges billed for QTRE

TSATAXN Detail of Payments Received = 1,131.00

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
201910	1,131.00	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	09/24/2018	Entry
<b>Total</b>	<b>1,131.00</b>						

TSATAXN Detail of Charges Billed = 883.00 = **THE MAXIMUM AMOUNT THAT CAN BE REPORTED IN BOX 1 PAYMENTS**

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
201910	3.00	<input type="checkbox"/>	<input type="checkbox"/>	BFBC	Man Studnt Brdcast Media Fee	09/14/2018	Entry
201910	175.00	<input type="checkbox"/>	<input type="checkbox"/>	BFCC	Man Studnt Ctr Ops & Rec Fee	09/14/2018	Entry
201910	15.00	<input type="checkbox"/>	<input type="checkbox"/>	BFCP	Man Studnt Ctr Prog Fee	09/14/2018	Entry
201910	15.00	<input type="checkbox"/>	<input type="checkbox"/>	BFGO	Man Studnt Govt Grad Fee	09/14/2018	Entry
201910	13.00	<input type="checkbox"/>	<input type="checkbox"/>	BFPU	Man Studnt Publication Fee	09/14/2018	Entry
201910	12.00	<input type="checkbox"/>	<input type="checkbox"/>	BFSA	Man Studnt Activity Fee SAPFB	09/14/2018	Entry
201910	650.00	<input type="checkbox"/>	<input type="checkbox"/>	BT1G	Man Tui Res Grad	09/14/2018	Entry
<b>Total</b>	<b>883.00</b>						

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Reported on Form 1098-T Box 1

Eligible Amounts	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Scholarships or Grants
Payments Received	883.00						0.00
Adjustments				0.00			0.00

OF NOTE: there is no Box 2 on TSATAWN or 1098-T. To view charges billed, next block down to *TSATAWN Detail of Charges Billed*. Or next block all the way down to *TSATAWN Payments Received Reconciliation* for total amounts.

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TSATAWN Payments Received Reconciliation – displays by term totals and will track year by year reporting.

Tax Year	Current Charges Billed	Previous Charges Billed	Cumulative Charges Billed	Previous Payments Reported	Cap Limit Charges Billed	Current Payments Received	Box 1 Payments Reportable	Cumulative Payments Reportable
2019	883.00		883.00	0.00		883.00	1,131.00	883.00

  

Term Code	Current Charges Billed	Previous Charges Billed	Cumulative Charges Billed	Current Payments Received
201910	883.00		883.00	883.00

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**Example 2 Charges billed for QTRE greater than payments received**  
 TSATAXN Detail of Payments Received = 1,536.25

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date
201930	129.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	12/14/2018
201910	196.00	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	10/29/2018
201910	196.00	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	09/28/2018
201910	196.00	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	08/29/2018
201910	196.00	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	07/28/2018
201910	30.00	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	06/29/2018
201910	5.00	<input type="checkbox"/>	<input type="checkbox"/>	CDBT	Debit Card Payment	10/29/2018
201840	12.00	<input type="checkbox"/>	<input type="checkbox"/>	CDBW	Web Debit Card Payment	05/08/2018
201830	182.09	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	03/16/2018
201830	182.09	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	02/16/2018
201830	211.82	<input type="checkbox"/>	<input type="checkbox"/>	CCW	Web Credit Card Payment	01/08/2018
<b>Total</b>	<b>1,536.25</b>					

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TSATAXN Detail of Charges Billed = 1,697.00 = **THE MAXIMUM AMOUNT THAT CAN BE REPORTED IN BOX 1 PAYMENTS**

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date
201930	5.00	<input type="checkbox"/>	<input type="checkbox"/>	HFPU	Hon Student Publication Fee	11/28/2018
201930	1.50	<input type="checkbox"/>	<input type="checkbox"/>	HFSA	Hon Student Activity Fee	11/28/2018
201930	5.00	<input type="checkbox"/>	<input type="checkbox"/>	HFSL	Hon Student Life Fee	11/28/2018
201930	385.50	<input type="checkbox"/>	<input type="checkbox"/>	HT1	Hon Tuition Resident	11/28/2018
201910	5.00	<input type="checkbox"/>	<input type="checkbox"/>	HFPU	Hon Student Publication Fee	05/10/2018
201910	3.00	<input type="checkbox"/>	<input type="checkbox"/>	HFSA	Hon Student Activity Fee	05/10/2018
201910	5.00	<input type="checkbox"/>	<input type="checkbox"/>	HFSL	Hon Student Life Fee	05/10/2018
201910	771.00	<input type="checkbox"/>	<input type="checkbox"/>	HT1	Hon Tuition Resident	05/10/2018
201830	5.00	<input type="checkbox"/>	<input type="checkbox"/>	HFPU	Hon Student Publication Fee	01/08/2018
201830	2.00	<input type="checkbox"/>	<input type="checkbox"/>	HFSA	Hon Student Activity Fee	01/08/2018
201830	5.00	<input type="checkbox"/>	<input type="checkbox"/>	HFSL	Hon Student Life Fee	01/08/2018
201830	504.00	<input type="checkbox"/>	<input type="checkbox"/>	HT1	Hon Tuition Resident	01/08/2018
<b>Total</b>	<b>1,697.00</b>					

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Reported on Form 1098-T Box 1

Student Tax Notification Form TSATA2N 9.3.9 (UH) (HL) - HL

Tax Year: 2018 ID: 10128830 Conrad Y Rivera

STUDENT TAX INFORMATION

Last Name: Smith  
 SSN: \*\*\*\*0303  
 First Name: Conrad  
 Middle Name: Y  
 Address Line 1: 3476 Kahili St Apt B  
 Address Line 2:   
 Address Line 3:   
 City: Honolulu  
 State/Province: HI  
 Zip/Postal Code: 96819  
 Nation:   
 SSN Certification

Eligible Amounts	Payments Received		Scholarships or Grants	
	Box 1	Box 2	Box 5	Box 6
Adjustments		1,536.25		0.00
		0.00		0.00

Includes January-March  
 Half Time Enrollment  
 Graduate Student  
 Method Changed

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TSATA2N Payments Received Reconciliation – displays by term totals and will track year by year reporting.

Student Tax Notification Form TSATA2N 9.3.9 (UH) (HL) - HL

Tax Year: 2018 ID: 10128830 Conrad Y Rivera

PAYMENTS RECEIVED RECONCILIATION

Tax Year	Current Charges Billed	Previous Charges Billed	Cumulative Charges Billed	Previous Payments Reported	Cap Limit Charges Billed	Current Payments Received	Box 1 Payments Reportable	Cumulative Payments Reportable
2018	1,697.00		1,697.00	0.00	1,697.00	1,536.25	1,536.25	1,536.25

Record 1 of 1

Payments Received Reconciliation Detail

Term Code	Current Charges Billed	Previous Charges Billed	Cumulative Charges Billed	Current Payments Received
201930	397.00	0.00	397.00	129.25
201910	784.00	0.00	784.00	819.00
201840	0.00	0.00	0.00	12.00
201830	516.00	0.00	516.00	576.00

Record 1 of 4

## OTHER 2018 FORM 1098-T BOXES THAT WILL BE DIFFERENT

- Box 3 Check if you have changed your reporting method for 2018  
UH must check this box for 2018 since we have changed from reporting box 2 charges billed to box 1 payments received.

- Box 4 Adjustments made for a prior year  
This box reports adjustments to previously reported balances, for example adjustments recorded in 2018 to *box 2 charges billed* reported on the 2017 Form 1098-Ts. Since UH is now reporting box 1 payments for the FIRST time in 2018, there are NO prior year adjustments to payments to report. As such, box 4 will be BLANK on the face of the 2018 Form 1098T. However, there is a *TSATAXN Detail of Adjustments to Prior Charges* showing any adjustments made to 2017 box 2 charges billed. This adjustment total does NOT appear on the face of the 2018 Form 1098-T.

### TSATAXN SCREEN SHOT EXAMPLES OF OTHER 2018 FORM 1098-T BOXES THAT WILL BE DIFFERENT

Student Tax Notification Form TSATAXN 9.3.9 (PL) (HL) HL

Tax Year: 2018 ID: 10121408 Ramit Schahzade Islam

STUDENT TAX INFORMATION

Last Name \* Islam  
 SSN \*\*\*\*\*2770  
 First Name \* Ramit  
 Middle Name \* Schahzade  
 Address Line 1 3472 Paly Drive  
 Address Line 2  
 Address Line 3  
 City Honolulu  
 State/Province HI  
 Zip/Postal Code 96822  
 Nation  
 SSN Certification

Eligible Amounts	Payments Received	Scholarships or Grants
Box 1 7,298.13	Box 5 1,200.00	
Adjustments Box 4 0.00	Box 6 0.00	

Includes January-March  
 Half Time Enrollment  
 Remove Notification  
 Graduate Student  
 Method Changed

Student Notification Ready to Send Date 01/22/2019  
 IRS Report Ready to Send Date 01/22/2019

OF NOTE: The Method Changed box is checked AND Box 4 Adjustments in zero.

**TSATAXN SCREEN SHOT EXAMPLES OF OTHER 2018 FORM 1098-T BOXES THAT WILL BE DIFFERENT**

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date
201830	1,812.00	<input type="checkbox"/>	<input type="checkbox"/>	BT1	Man Tui Res UG	01/29/2018
201830	-1,812.00	<input type="checkbox"/>	<input type="checkbox"/>	BT1	Man Tui Res UG	01/29/2018
201830	-1,812.00	<input type="checkbox"/>	<input type="checkbox"/>	BT1	Man Tui Res UG	01/17/2018
201830	-1,812.00	<input type="checkbox"/>	<input type="checkbox"/>	BT1	Man Tui Res UG	01/12/2018
201830	3.00	<input type="checkbox"/>	<input type="checkbox"/>	WFPU	Win Student Publication Fee	01/18/2018
201830	378.00	<input type="checkbox"/>	<input type="checkbox"/>	WT1	Win Tuition Resident	01/18/2018
<b>Total</b>	<b>-3,243.00</b>					

OF NOTE: There are 2018 adjustments to charges billed reported on the 2017 Form 1098-T, however Box 4 Adjustments on the face 2018 Form 1098-T is zero since we are now reporting box 1 payments received.

**REVIEW OF 2018 FORM 1098-T REPORTING CHANGES**

- Box 1 payments received for QTRE is reported instead if box 2 charges billed.
- Box 3 checked to report change in reporting method from box 2 to box 1.
- Box 4 will be ZERO for 2018 since there are no adjustments to prior reported payments received.

CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$ <del>2</del>	OMB No. 1545-1574 <b>2018</b> Form 1098-T	<b>Tuition Statement</b>  <b>Copy B For Student</b>  This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
FILER'S employer identification no.	STUDENT'S TIN	3 If this box is checked, your educational institution changed its reporting method for 2018 <input checked="" type="checkbox"/>	5 Scholarships or grants \$	
STUDENT'S name		4 Adjustments made for a prior year \$ <b>ZERO</b>	7 Checked if the amount in box 1 includes amounts for an academic period beginning January—March 2019 <input type="checkbox"/>	
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year \$	10 Ins. contract reimb./refund \$	
City or town, state or province, country, and ZIP or foreign postal code		8 Check if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	
Service Provider/Acct. No. (see instr.)		Form 1098-T (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service		

THAT'S IT! NO OTHER CHANGES!

## NO CHANGE IN 2018 TO BOX 5

- **Box 5: Scholarships or grants**

Shows the total amount of any scholarships or grants administered and processed by UH during the calendar year. Scholarships and grants generally include all payments received from 3rd parties (excluding family members, 529 and loan proceeds). This includes payments received from governmental and private entities such as the Department of Veterans Affairs, the Department of Defense, civic, and religious organizations, and nonprofit entities.

## NO CHANGE IN 2018 TO BOX 6

- **Box 6: Adjustments to scholarships or grants for a prior year**

Shows net decrease adjustments to scholarships or grants that were reported on a prior year Form 1098-T.



## NO CHANGE IN 2018 TO BOX 7

- **Box 7: The amount in box 1 includes amounts for an academic period beginning January-March 2019. (if checked)**

If this box is checked, the amount in box 1 includes amounts for an academic period beginning January-March 2019 (e.g. Spring 2019).

## NO CHANGE IN 2018 TO BOX 8

- **Box 8: Checked if at least half-time student**

Shows whether the student was considered to be carrying at least one-half the normal full-time workload for a course of study at the reporting institution. At UH, this is 6 credits.

Half time status is not calculated for graduate students.

## NO CHANGE IN 2018 TO BOX 9

- **Box 9: Checked if a graduate student**

Shows whether the student is considered to be enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized graduate-level educational credential.

At UH these are students classified as:

- GR – Graduate
- LW – Law
- MD – Medical
- PR – Professional
- PB – Post-Baccalaureate

## BOX 10 NOT REPORTED BY UH

- **Box 10: Reimbursements or refunds of qualified tuition and related expenses from an insurance contract**

Not applicable to UH, applies only to insurers.

## 1098-T GENERAL REMINDERS

- Informational only and receipt of a Form 1098-T does not indicate eligibility for the tax credit.
- The Internal Revenue Service (IRS) does not require taxpayers to submit Form 1098-T when filing tax returns.
- The education tax credit amount that can be claimed for a student should be based on the taxpayer's personal payment and financial records, and not just what is on the 1098-T form.
- Serves to assist students in determining their eligibility for either the American Opportunity or Lifetime Learning Credit

## Reminder of what are Qualified Tuition and Related Expenses (QTRE)

Qualified Tuition and Related Expenses for Box 1 on Form 1098-T	
✓ Report	✗ Do Not Report
Payments for tuition and fees required for enrollment, payments to the institution for books and supplies	The following payments are generally not mandatory for enrollment and/or cover personal expenses.
Tuition	Tuition or other payments for courses related to sports, games, or hobbies (unless they count toward a degree)
Books, equipment, supplies (if required to be purchased from institution)*	Dining/meal plan payments
Course or program fees (e.g., lab, art, music)	Health or disability insurance fees (even if required; excluded by statute)
Distance learning fees	Housing payments
Enrollment confirmation fees	Late payment fees
Exam fees (for placement, testing out of credit courses, or if required for degree program)	Library fines
Information & technology fees	Loan processing fees
Malpractice insurance (if required for clinical courses)	Orientation fees (portion that covers expenses for overnight stays)
Records fees	Parking permits
Student athletics fees (if required, no personal benefit provided)	Parking fines
Student life/activity/association fees	Student health fees
Other mandatory fees (no personal benefit provided)	Transportation fees (if providing individual benefit)
*Comprehensive fees (covering tuition, fees, room, board) must be allocated between QTRE/non-QTRE	

## When is the 1098-T Form sent?

- Paper forms will be mailed no later than January 31, 2019.
- Electronic forms will be available for viewing in MyUH by January 31, 2019. Students who receive an electronic form are sent an email when forms are available in MyUH.

## IRS References

- IRS Publication 970 – Tax Benefits for Higher Education  
(<https://www.irs.gov/pub/irs-pdf/p970.pdf>)
- IRS Form 8863 – Education Credits (American Opportunity and Lifetime Learning Credits)  
(<https://www.irs.gov/forms-pubs/about-form-8863>)



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Thank You!