BUTLER UNIVERSITY

STUDENT ACCOUNTS

4600 Sunset Avenue | Indianapolis, Indiana 46208 | 317-940-9353 | Fax: 317-940-3282 | www.butler.edu

1098-T Form

Dear Student,

The 1098-T document is provided to you for tax reporting purposes only and meets Butler University's obligation for reporting per IRS guidelines. The 1098-T information pertains to the American Opportunity and Lifetime Learning tax credits.

Please keep in mind that you should consult your tax advisor or the IRS for assistance in determining your eligibility for tax credits and interpreting the information provided. The Office of Student Accounts' staff is not trained in tax preparation and cannot assist you in determining your eligibility.

The reporting period is January 1 through December 31 of the tax year shown on your Form 1098-T. The boxes on the form contain the following information:

Box 1	Includes all PAYMENTS (out of pocket, financial aid, loans, and grants) that applied to TUITION and QUALIFIED FEES between January 1 and December 31 of the tax year shown on the form.
Box 2	Intentionally left blank.
Box 3	Intentionally left blank.
Box 4	Represents TUITION and QUALIFIED Fee/Payment adjustments, reported on a prior year's 1098T.
Box 5	Includes scholarships or grants that applied to the student account between January 1 and December 31 during the tax year shown on the form to pay the student's cost of attendance.
Box 6	Represents scholarship and grant adjustments for a prior year.
Boxes 7, 8, 9	Checked, if applicable.
Box 10	Intentionally left blank.

NOTE: If you would like to review a full history of all charges and credits that have posted to your student account by date, log in to your my.butler.edu account, click on PS Campus Solutions, then Student Center and scroll down to the FINANCES heading. Click on View Bills which links you to TRANSACT. Click Statements, located in the left portion of the screen, click on "Account Activity – Full History (updated once each business day)."

Please keep in mind that any Authorized Payers that you have set up on your account also have access to your 1098T and your Account Activity within TRANSACT. If you need to set up an Authorized Payer on your account, please review additional information at https://www.butler.edu/campus-services/student-accounts/billing-payment/

1098-T Questions? Additional resources are available at:
https://www.irs.gov/forms-pubs/about-publication-970 (IRS publication 970)
https://www.irs.gov/forms-pubs/about-form-8863 (IRS form 8863)

Would you like to EXPEDITE RECEIPT OF YOUR 1098-T for future tax years?
Consent to receive the document electronically:

- ⇨ Log into your my.butler.edu account and click on PS Campus Solutions, then Student Center.
- ⇨ Under the FINANCES heading, click on View Bills (which links you to our E-Bill & E-Pay System). Click on Tax Forms (left menu), click on Sign up under the Sign up for paperless delivery heading.

Office of Student Accounts
Butler University
studentaccounts@butler.edu
https://www.butler.edu/student-accounts