

November 2, 2018

Dear Student,

West Chester University has contracted with Heartland ECSI to provide tax documents (1098-T forms) to its students. When you receive your tax document in 2019 for the 2018 tax year, it will look slightly different than it has in prior years. Congress and the IRS eliminated the option for colleges and universities to report the "amounts billed" on form 1098-T. Colleges and universities must now report the "amounts paid" for qualified tuition and expenses. This change went into effect for the 2018 tax year.

Why the change?

Based on a report compiled by the US Inspector General for Tax Administration, it was determined there were a large number of errors as it relates to educational tax credits. The majority of these errors were caused by confusion regarding Box 2 (amounts billed) reporting. This change eliminates this confusion and the potential for inaccuracies on 1098-T forms going forward.

So, what does that mean for you?

This means that you will no longer see any amounts in Box 2 (Amounts billed for qualified tuition and related expenses) on your 1098-T form. You will, however, see an amount in Box 1 (Payments received for qualified tuition and related expenses). A sample 1098-T form has been provided below.

8383 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-1577		2018	Tuition Statement		
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				Form 1098-T	
FILER'S employer identification no. STUDENT'S TIN		3 Check if you have changed your reporting method for 2018		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.			
STUDENT'S name		4 Adjustments made for a prior year				5 Scholarships or grants	
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year				7 Check this box if the amount in box 1 includes amounts for an academic period beginning January—March 2019	
City or town, state or province, country, and ZIP or foreign postal code		9 Check if a graduate student				10 Ins. contract reimb./refund	
Service Provider/Acct. No. (see instr.)		8 Check if at least half-time student					

Form 1098-T Cat. No. 25087J www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

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What other impact might this change have on your tax credit?

The IRS reporting regulations stipulate only payments received and posted in tax year 2018 are to be reported in Box #1 of the 2018 1098T form. **Payments made in 2018 for qualified charges (tuition and fees) for the Spring 2019 semester, will NOT be captured on the 1098T form in tax year 2019.** Only payments made in the tax year for which the 1098T form is generated will be reported in Box #1 for that year.

West Chester University is unable to provide you with individual tax advice. You can find detailed information about claiming education tax credits in IRS PUBLICATION 970, Page 9. If you have further questions about these changes or other specific tax-related questions, please contact your tax professional.

Please update your personal information in myWCU

To ensure the accuracy of your 1098T form, please make sure your personal information including your home address and Social Security Number (NID or ITIN) are updated and correct in [myWCU](#).

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West Chester University of Pennsylvania is a member of the State System of Higher Education