

IRS Form 1098-T FAQ

What is IRS Form 1098-T?

The IRS Form 1098-T is a tuition statement used to assist the taxpayer in determining eligibility for an educational tax credit and/or deduction. The IRS requires the University to issue a Form 1098-T Tuition Statement to every student who has a reportable transaction (such as a tuition payment or program application/registration fee) in the tax reporting year.

What is my Taxpayer Identification Number (TIN)?

Your TIN = your Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN), if you are not eligible for an SSN.

How is this notice relevant to someone who is no longer studying at UCI DCE?

Even if you are no longer enrolled, UCI DCE will issue you a Form 1098-T if you had at least one reportable transaction during the tax reporting year. You are responsible for keeping the University's record current.

How is this notice relevant to an international student?

If you have obtained an SSN or ITIN, then this notice is a reminder to update your student record with this information. All U.S. citizens, resident aliens, and nonresident aliens who had at least one reportable transaction and who intend to or who will file a U.S. tax return for the purpose of receiving an educational tax credit need to provide this information to the University.

If I am an international student and I do not have an SSN/ITIN, what do I do?

If you are a nonresident alien, do not have a TIN, and do not intend to file a U.S. tax return, then please disregard this notice. You are not required to supply this information to the University, and this solicitation does not affect your enrollment status or studies at UCI DCE.

If I am an international student, should I obtain an ITIN?

You should consult with your tax adviser or ask the IRS. If you decide to apply for a TIN, follow the instructions in [IRS Form W-9S](#) under Part I "How to get a TIN."

Don't you have my name/TIN information already?

It is possible that UCI DCE may have your name/TIN because most students provide their TIN upon enrollment however, the University has no way to determine if that information was erroneous or changed. Also, once you create your student account you cannot change your name online or TIN.

Why would my name/TIN in be erroneous or require a change?

A life event may necessitate an update. For example, your name may change by marriage, or your TIN may change with your immigration status. The name/TIN might have also been entered incorrectly when you created your online account.

An IRS audit may uncover a discrepancy between the information on your return and the name/TIN you provided to UCI DCE, so it is important for you to verify this information.

How do I check my name and/or TIN that is currently on file?

Log in to your [DCE online account](#) and select Update Profile from the left-hand menu. Only the last 4-digits of your TIN will be displayed.

How do I update my name if it changed?

Complete our [Change of Name Petition](#) form and provide documentation showing your name as it currently appears on your UCI DCE record AND legal documents providing evidence of your name change.

My parents do my taxes; why don't you ask them for my name/TIN?

Even if you are a dependent, UCI DCE is required to issue a Form 1098-T to you, not your parent(s). You are the only person who can update your UCI DCE record.

Does any other resource have my name/TIN on file?

If you previously received a Form 1098-T from UCI DCE, then you have an account at the TAB Service Company (TSC). The University of California has contracted with the TAB Service Company (TSC) to electronically produce your IRS Form 1098-T Tuition Statement. You can try logging in with your TIN at the TAB Service Company website at www.tsc1098t.com. (For login assistance, call toll-free 888/220-2540.) If you are able to log in, then you have an indication that the name/ITIN matched for your last 1098-T.

Only you can judge if your information has changed since the last time you received a Form 1098-T. That is why the University has requested your cooperation with the ITIN notice.

How and when will I receive my Form 1098-T Tuition Statement for the tax reporting year?

If you had at least one reportable transaction during the tax reporting year and if UCI DCE has a current and valid e-mail address on file for you, you will receive an e-mail notification from UCI DCE by Jan. 31 each year to inform you that your 1098-T is available online.

Be sure your spam filter does not capture e-mail from "UCI Division of Continuing Education." If you do not receive a 1098-T notification via e-mail by Jan. 31, please log in to your [DCE online account](#) and select Download IRS Form 1098-T from the left-hand menu.

You can also view and download your by logging in to www.tsc1098t.com and enter the following information to login:

- Enter Site ID: 5-digit school code assigned by Tab Service = 11557
- Username: 9-digit student ID number
- Password: Last 4 digits of your SSN/ITIN

For security reasons, you will then be prompted to change your password. Enter your old password (last four digits of your SSN) and then enter a new password. The new password must be 7 characters and contain at least one numeric character, one upper case letter and one special character.

Once you login to the website, you can access and print your 1098-T form by selecting "View/Print My 1098-T" from the menu on the left side of the screen.

If you need assistance, please call 888-220-2540.

I paid for a course, but I cannot find my Form 1098-T.

If a TIN (i.e., SSN or ITIN) was not entered into your student record by the solicited deadline, a 1098-T statement will not be available for you. If you would like to provide that information to obtain a 1098-T, please complete [IRS Form W-9S](#) and either

- Mail to the following address:

UCI DCE
Attn: Student Affairs & Services
510 E Peltason Dr.
Irvine, CA 92697

Please write your DCE ID# at the top-right of the form.

What if I find an error on my Form 1098-T?

If there are errors, please e-mail UCI DCE Student Affairs & Services at dce-services@uci.edu. We can amend and reissue the statement.