

1098-T Frequently Asked Questions

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What is the 1098-T?

The Form 1098-T is a statement that eligible educational institutions are required to issue to certain students. It provides the total dollar amount paid by the student for what is referred to as qualified tuition and related expenses in a single tax year.

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When can I expect to receive my 1098-T?

Students can consent online to access and download their 1098-T form electronically. If you do not provide an affirmative consent online, you will receive a paper copy of your 1098-T by mail to the address we have on file. 1098-T forms are electronically available for download and mailed by the last week of January.

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How do I access my 1098-T?

Log in to your [DCE online account](#) then select “Download IRS Form 1098-T” from the left-hand menu.

If you were a matriculated UCI student or enrolled in Summer Session, log in to [Zot!Portal](#). Once there, find the 1098-T app on the Student > Finances tab.

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Will every student receive a 1098-T?

Per IRS regulations, the University is not required to furnish Form 1098-T in the following instances:

- Courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program;
- Nonresident alien students, unless requested by the student;
- Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; and
- Students for whom you do not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between an institution and the student’s employer or a governmental entity, such as the Department of Veterans Affairs or the Department of Defense.

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I received an email requesting my SSN/ITIN. Why did I receive this notice?

The Taxpayer Relief Act of 1997, as enforced by the Internal Revenue Service (IRS), requires all higher education institutions to request a SSN/ITIN from all students if one is not on file.

To add your SSN/ITIN:

1. Log in to your [DCE online account](#)
2. Select "Update Profile"
3. Under "My Account Information" enter your SSN/ITIN
4. Click on the blue "Update Profile" button at the bottom of the page to save your changes

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The name on my 1098-T is incorrect. What should I do?

Complete the [Change of Name Petition](#) form. Submit the form and documentation to our Records department.

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My SSN/ITIN is incorrect. What should I do?

Complete Part 1 of [IRS Form W-9S](#) and either

- Fax to (949) 824-2090, or
- Mail to the following address:

Division of Continuing Education
Attn: Student Affairs & Student Services
510 E Peltason Dr
Irvine, CA 92697

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How can I access my 1098-T through TAB Service Company?

Through the Tab Service Company (TSC) you can view or print your 1098-T form online by going to the TSC site at <https://www.tsc1099.com> and entering the following:

- **Site ID:** 11557
- **Username:** 9-digit DCE ID number
- **Password:** For your initial login, your password is the last 4 digits of your SSN/ITIN. If you do not have or did not provide this number to us, your default password will be 0000.

If you created a password in a previous year, that will continue to be your password. Please note, the last 4 digits will only work the first time you access the website.

If you do not remember your password, please click the "forgot password" link on the TSC1099 website and follow the prompts.

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How do I revoke my consent for electronic delivery?

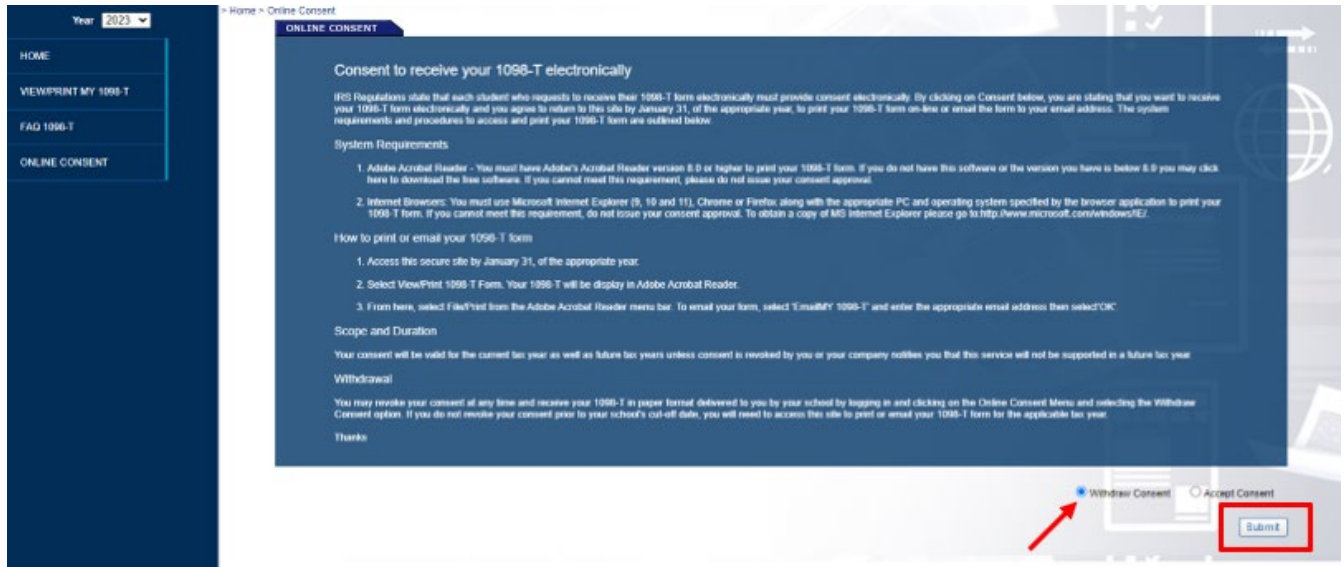
Withdrawing consent must be completed through the Tab Service Company (TSC) site at <https://www.tsc1099.com>. Please refer to the above step for login information.

After logging in, please follow these steps:

- Select “Online Consent” from the left-hand menu.



- Select “Withdraw Consent” then click “Submit.”



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Can UCI provide any tax advice?

No, UCI cannot provide tax advice or make a determination as to whether you qualify for Educational Tax Credits. To determine your eligibility, contact your tax advisor or visit the IRS website on [Education Credits](#) for more information.

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Who can I contact for assistance?

The Student Affairs & Student Services team is committed to providing you the best customer service and support possible. If you need additional assistance, please contact dce-services@uci.edu.

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