## IMPORTANT 2015 TAX INFORMATION CONCERNING YOUR FORM 1098-T

**12/4/15**

### (A) What’s new?

We no longer mail form 1098-T. It is available for your viewing and printing on ECC WEB SERVICES.

**Your Form 1098-T for calendar year 2015 will be available online for your review and printing starting January 29, 2016.** You have until **March 14, 2016** to update your records - name, Social Security # or Tax Identification # - with the Enrollment Services Department, in order to ensure that a Form 1098-T is issued to you and then submitted to the IRS by the **March 31, 2016 deadline**.

*Do not wait for the above dates – update your accounts and records now. Please read this entire Notice for more details.*

### What should you do?

You can access, view and print the form 1098-T using your current **Student ID** and **PIN** as follows:

- Click onto Internet Explorer
- Type “webservices.essex.edu” in the browser address
- Click “Enter Secure Area”
- Enter Your Student ID and PIN
- Click “Student and Financial Aid”
- Click “Student Records”
- Click “Tax Notification”
- Enter Tax Year (i.e. 2015)
- Click “Submit”

Be sure to follow the link to page 2 which has “Instructions to Students.”

<NOTE> Never used Web Services? Your PIN is your date of birth (mm/dd/yy).

### (B) Questions...

#### And answers...

**What is a 1098-T?**

Form 1098-T is a Tuition Payment Statement that colleges must issue to any student enrolled at the institution and for whom a reportable transaction is made, more specifically for qualified tuition and related expense made.

**Why am I unable to access the 1098-T form?**

- You received financial aid which covered your tuition bill after your payment was made – the refund received returns your out-of-pocket payment to you. OR
- You are a visa student who does not have a valid Social Security Number (SSN) or Tax Identification Number (TIN) on file.
  
  IRS regulations specify that the College is not required to issue a 1098-T in this situation, unless the student requests the form. OR
- You are a student whose SSN or TIN is not on file, or is incorrect in Enrollment Services.
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<th>Question</th>
<th>Answer</th>
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| I reviewed my 1098-T. The SSN or TIN is incorrect. My name is incorrect. What should I do? | Reporting to the IRS depends primarily on your SSN or TIN so it is important to have the correct information on file with the College. Your correct name is also a key element for reporting tax information.  

Follow these steps to have a corrected 1098-T: Please make corrections before or by March 16th 2016.  

Bring your original Social Security card/s or TIN letter to Enrollment Services to correct your student record. If there is a complete SSN change you must present both cards. For name change provide documentation such as a marriage certificate.  

1. After your records are updated in Enrollment Services, contact Ms. Maria Garcia at (973) 877-3021 to have our tax records updated.  
2. After our tax information is updated you will be able to view and print your Form 1098-T on web services at www.essex.edu. |
| Is a copy of this form sent to the IRS?                               | Yes. Sec 6050S of the Internal Revenue Code requires institutions to file information returns with the IRS.  

For tax year 2015 the College is required to file form 1098-T with the IRS by March 31st, 2016. |
| What am I supposed to do with the 1098-T form?                        | Keep it for your records. If you or your parents are required to file an income tax return for 2015, the information contained in the 1098-T will help you to determine if you or your parents may claim an education tax credit or deduction. |
| Can I get a copy of prior years’ 1098-T?                             | Yes, if a 1098-T form was previously generated for you. Please follow login instructions above.  

Contact Maria Garcia in the Comptroller’s Office at mgarcia@essex.edu or (973) 877-3021 for additional Information. |

**C) Other tax material...**

| Internal Revenue Service  
(800) 829-1040/3676 or TTY (800) 829-4059  
www.irs.gov/form1098t | Call Ms. Maria Garcia  
(973) 877-3021  
mgarcia@essex.edu  

- Publication 970: Tax Benefits for Higher Education  
- Tax Topic 456: Student Loan Interest Deduction |

1098-T Information for Students — FINANCE
- Tax Topic 605: Education Credits
- FAQ: Hope & Lifetime Learning
  Educational Credits, Opportunity Credit
- FAQ: Education & Work-Related Expenses
- Tax Trail: Student Loan Interest
- Tax Trail: Deduction for Higher Education Expenses