Checklist of items prior to running 1098T Process:

1. Proof item types to verify the 1098T box is checked by running NDU_0108_SF item type tax flags
   a. The Collaborative charges should not have the 1098T box selected. This is because those charges are being picked up on the providing institution's 1098T
2. Verify 1098T setup data (contact name, phone number, address usage, tax year)
   Set Up SACR >Product Related>Student Financials>Taxes>1098-T TIN Table
3. Run SSN query NDU_041_SF to identify numbers that are all X's
4. Contact students in attempt to update invalid SSN's and document any communication attempts
5. Request Self-Service for 1098-T to be disabled via remedy ticket (prevents student to print the form too early)

Steps to generating a 1098T for your students:

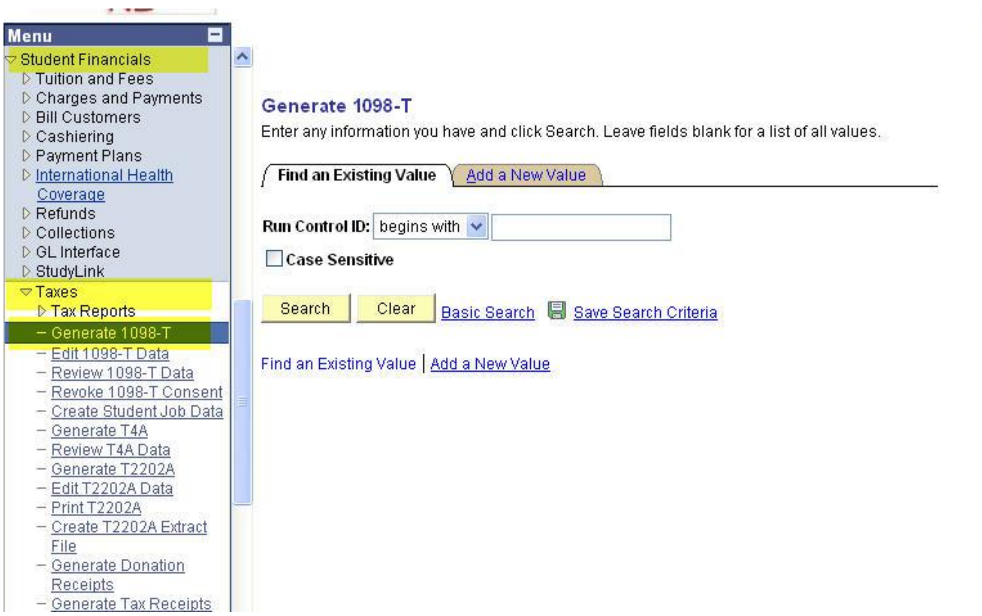
1. Run the generate 1098T process for all students (even those with invalid SSN)
2. Review the message log for potential errors
3. Run the 1098T audit report – Make sure to run as indicated in the instructions or you will not have any forms to print.
4. Carefully review the 1098T audit report. This is a summary of the forms that will be issued to your students. This is your chance to clean up the data. Please look for invalid social security numbers, and that any prior year adjustments are reflected on the audit report. You need to rerun the audit to get your data updated so a form prints.
5. **UPDATE- this should not be the case this year… please test to ensure you no longer need to do this.** For those students with an invalid SSN, you will need to do a student override to force the 1098-T-
6. Please make sure you have verified your data – there is no turning back. ☺
7. **After all adjustments are completed, submit remedy ticket to have self-service enabled to allow students to view their 1098T form (THIS IS AN IMPORTANT STEP to EXCLUDE those consented students from the print form process)
8. Run the print form process – Please make sure you run as **print only**! Campus Solutions will generate a submittal file at a later date. If you are prompted to enter a file name or path, go back.
9. Merge the 1098T data (excel file) with the template (word file).
10. Print the 1098T's generated by the template (Word document).
11. Mail the 1098T's to the students.
12. Send out a communication to students stating 1098-T are available to print
13. The 1098-T program has continued to mask the first 5 digits of the SSN for both the printed and online version of the form

**** Please read number 7 carefully and make a note to have self-service turned back on!**

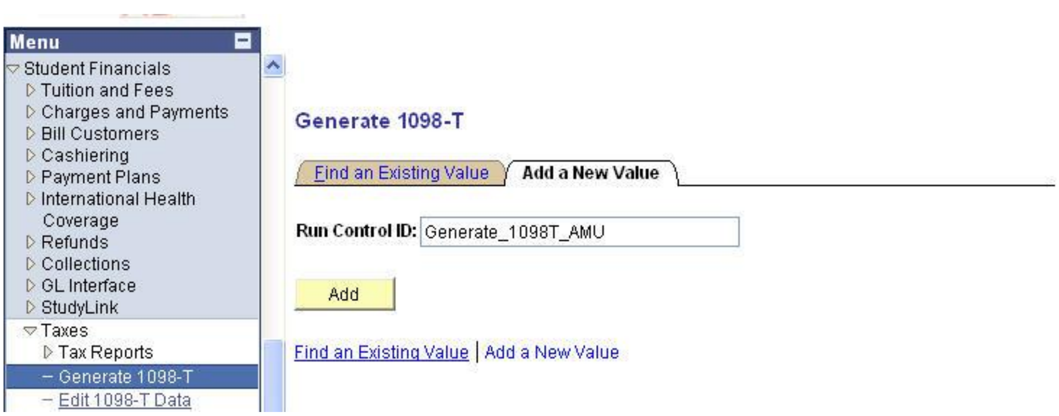
To generate the 1098-T information

Student Financials >Taxes >Generate 1098-T

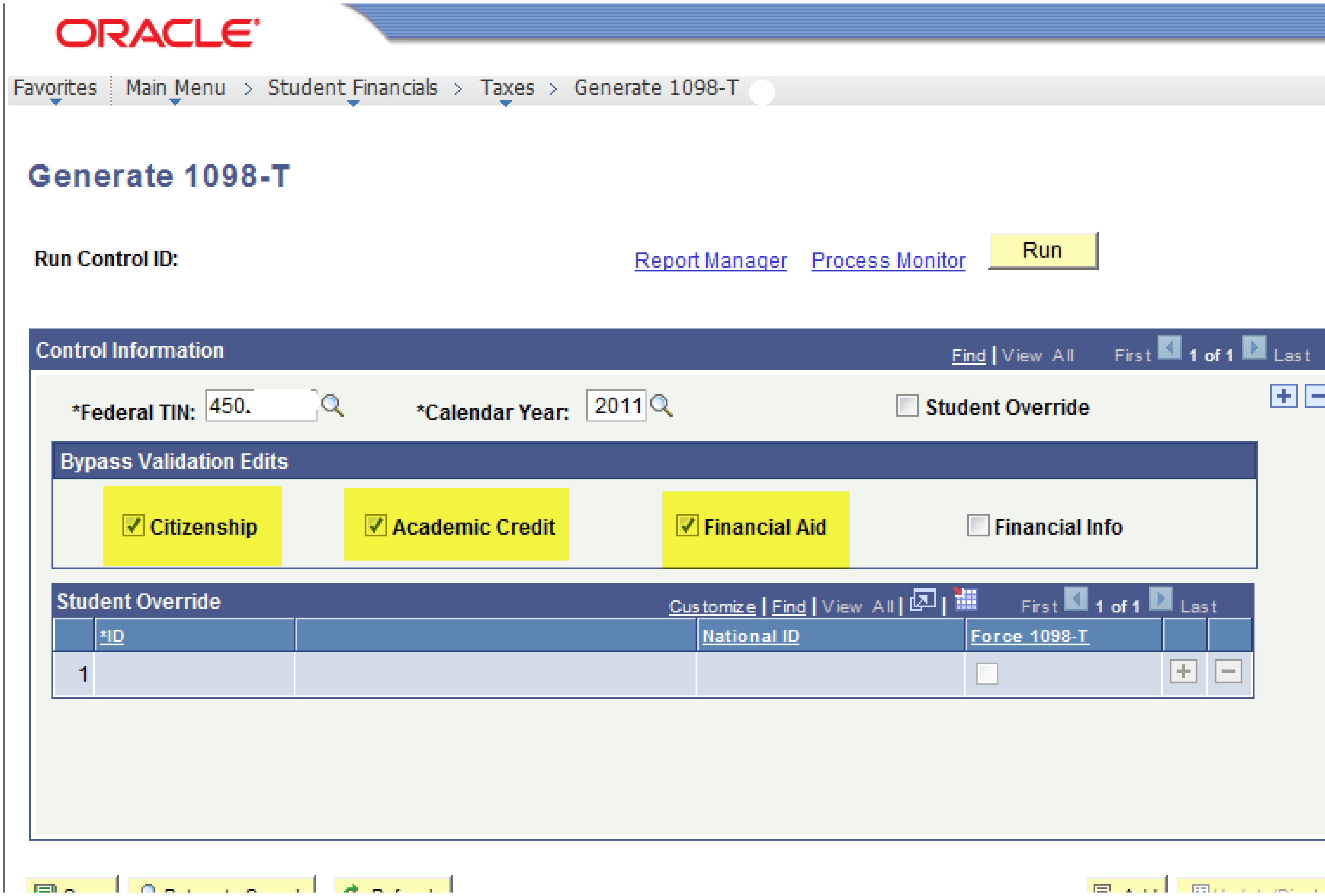
**You will need to return to this navigation to force 1098T's for students that need a form.*



Use your run control for 1098T's, you may use the one from last year. If the user does not have one, then one needs to be created by clicking on the Add a New Value hyperlink.



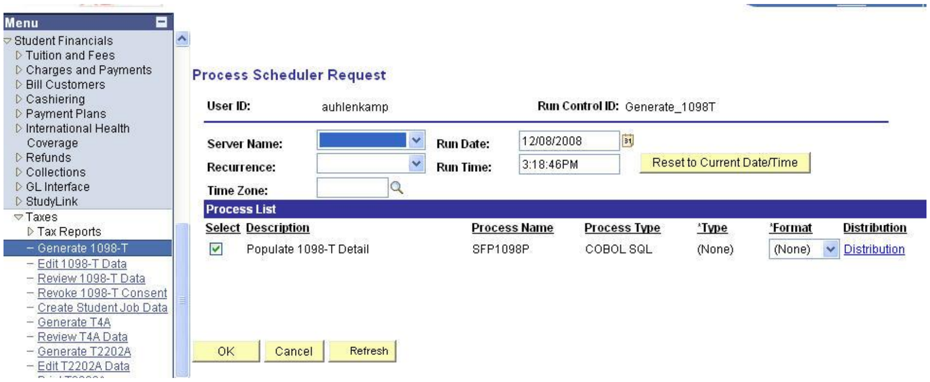
Enter a Run Control and click , if a new run control is needed.



Use the lookup to select your federal TIN, and calendar year (2011).
To bypass any validation Edits NDUS recommends you check the following boxes
Citizenship (1098T eligible students will receive a 1098T regardless of citizenship status)
Academic Credit (1098T eligible students will receive a 1098T regardless of Academic Credit)
Financial Aid (1098T eligible students will receive a 1098T regardless FA exceeding charges)

NOT RECOMMENDED DO NOT select Financial Info box. Checking this box will return ALL students regardless if they have eligible 1098T charges.

Click Save. Click Run to run the process.

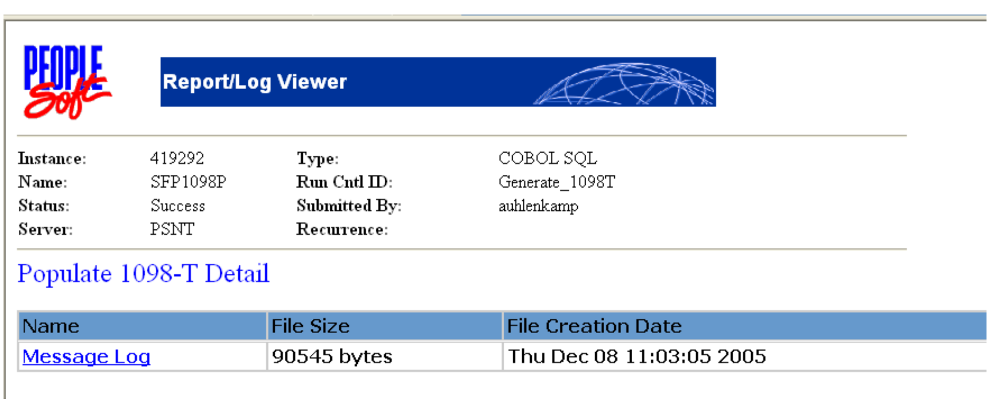


Server Name: LEAVE BLANK, click OK

Click on the Process Monitor link – it could take up to an hour to process the information.

Upon success of the process, Click the Details hyperlink

Click on View Log Trace



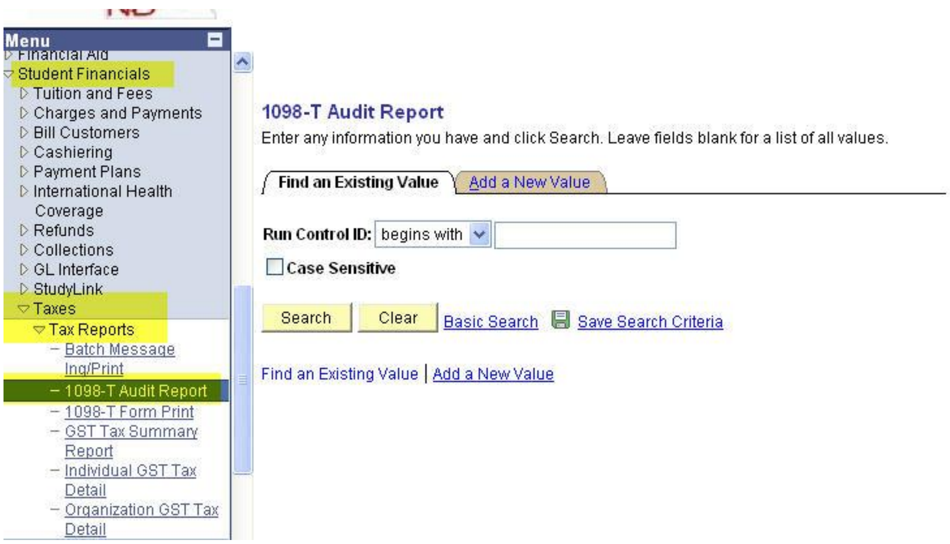
The message log will list the errors. It is suggested that you print this report. Close out of this screen after you print the information.

Definitions of Errors- What do they mean???

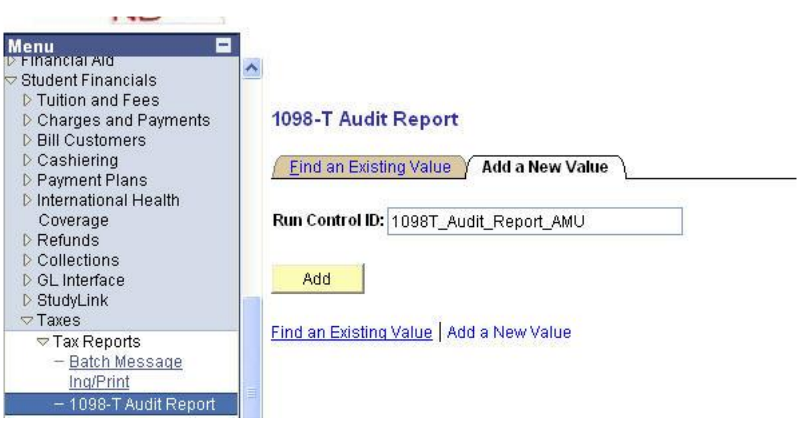
EXAMPLES:
  EMPLID: 1111111   not eligible for 1098-T - No Financial Info
This error will be given if all amount boxes have a value of ZERO

To Print the 1098 T audit report

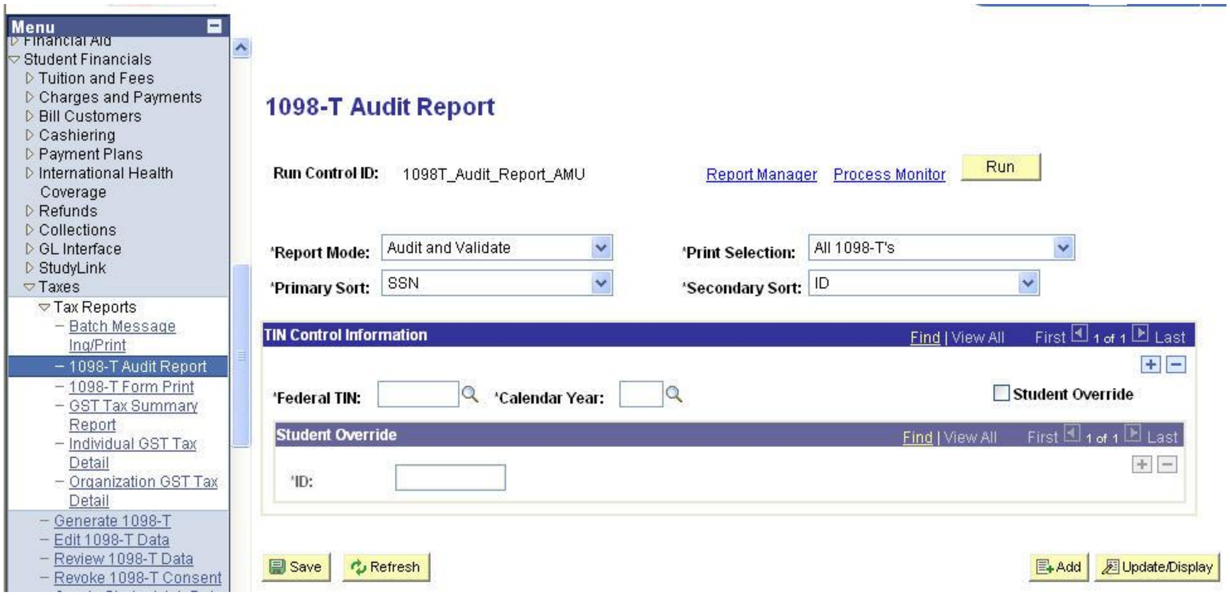
Student Financials > Taxes > Tax Reports>1098-T Audit Report



Click the Add a New Value hyperlink if adding a new run control, otherwise select appropriate run control for this process



Enter a Run Control and click Add or select Find an Existing Value and select



Report Mode: Audit and Validate

Print Selection: All 1098-T's

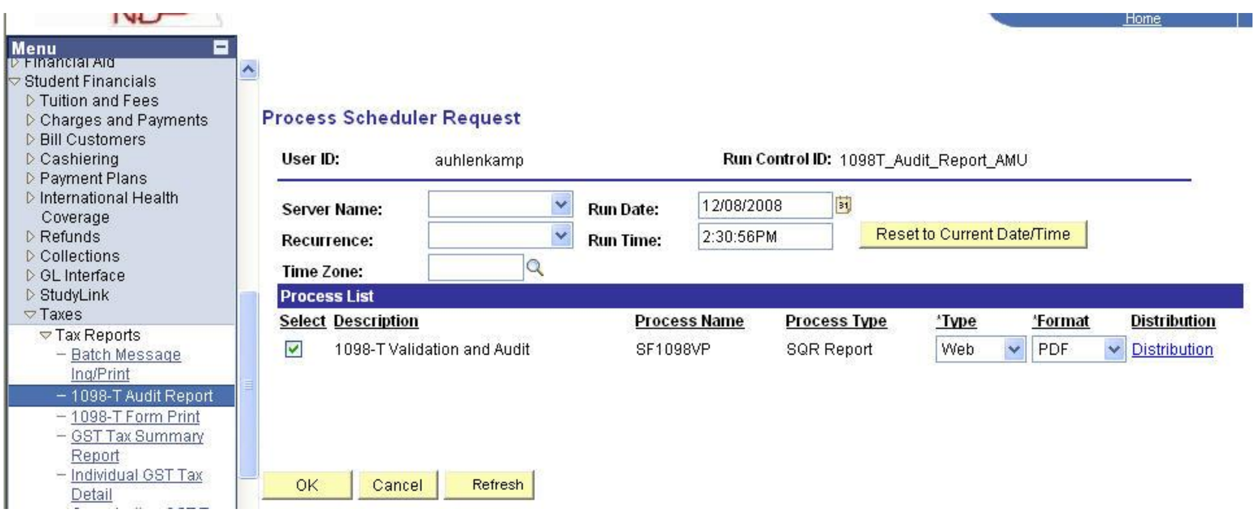
Primary sort: SSN- This sort will list the student's SSN#'s with all X's at the beginning and/or end of the report.

NOTE NEW** <u>**DO NOT**</u> select the "Student Override" box for student's that have an invalid SSN#. We have modified the program to include ALL students with invalid SSN's

Secondary Sort: ID (optional sort)

TIN Control Info: Look up your school's Federal TIN and select the calendar year.

Run the process

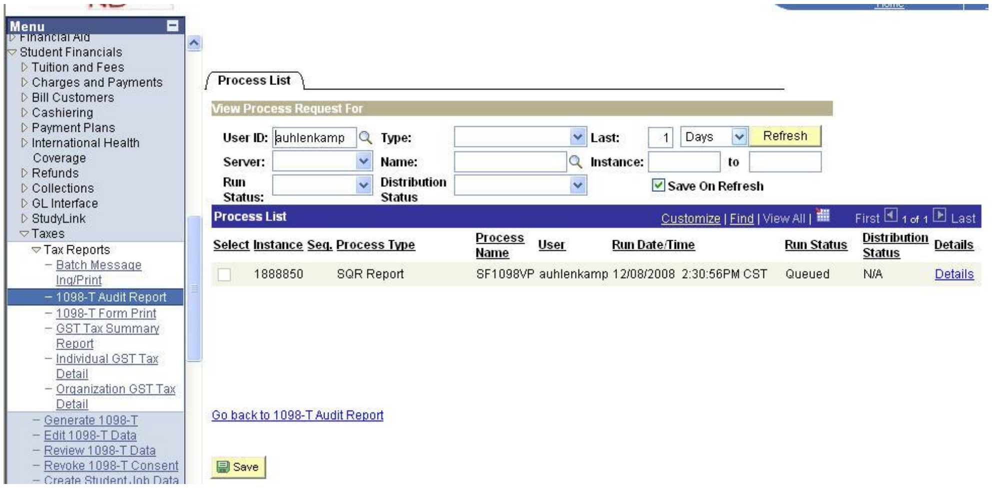


Server Name: LEAVE BLANK

***Note: Make sure report is run in PDF format.**

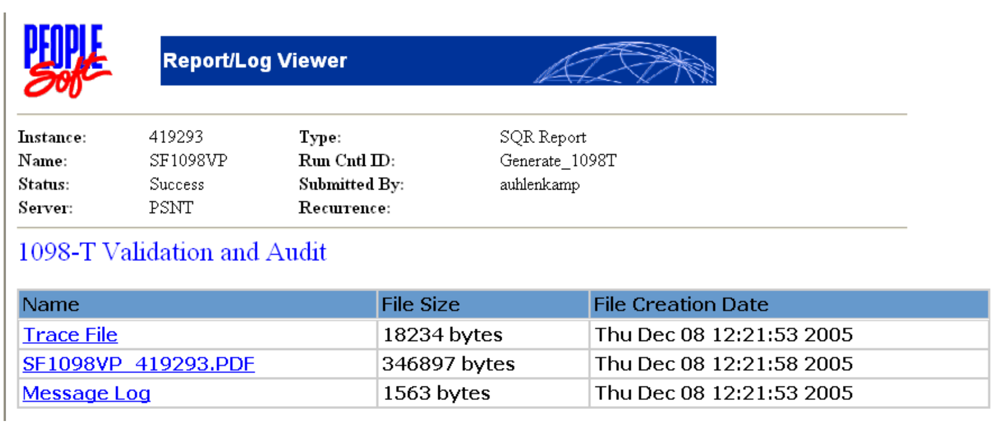
Click OK

Click the <u>Process Monitor</u> link



Click Details upon success of the process

Click View/log trace

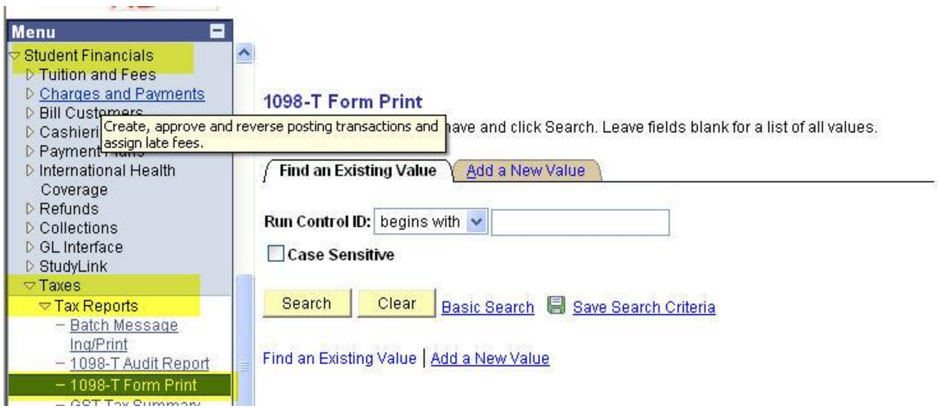


Click on the PDF file

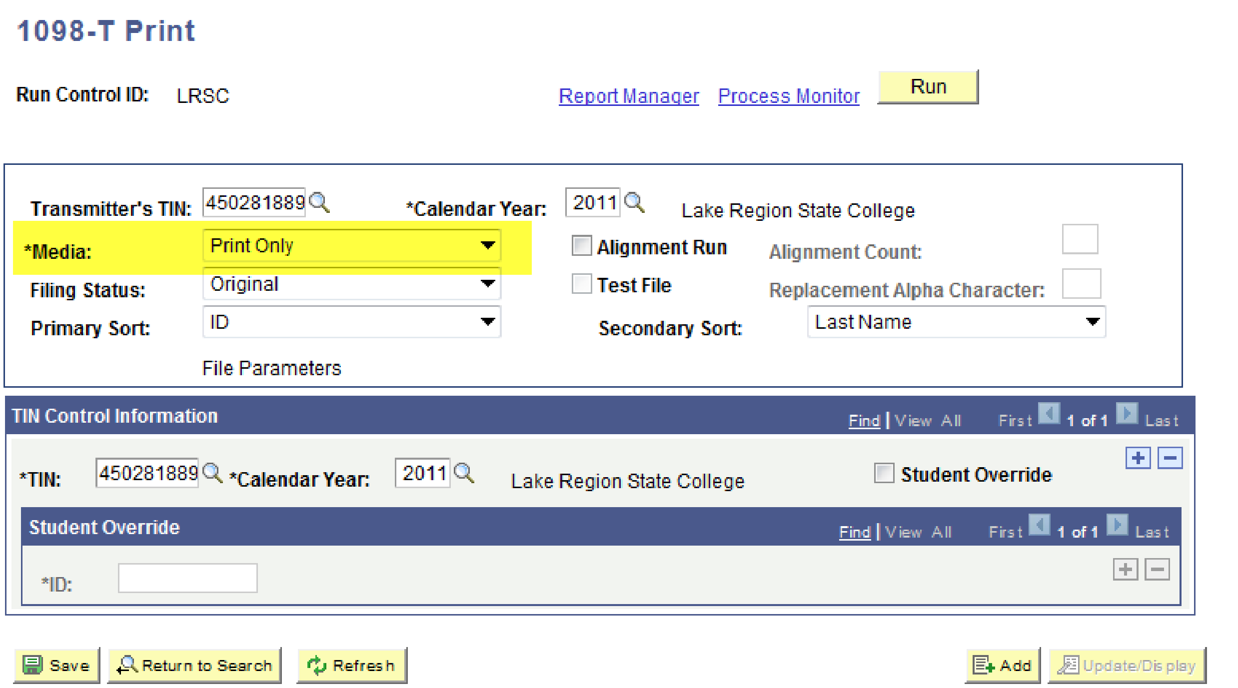
To Print the 1098-T form to be sent to the student.

Navigate to the following:

Student Financials > Tax Reports > 1098-T Form Print



Create a new run control to print these forms by clicking on the Add a New Value Link

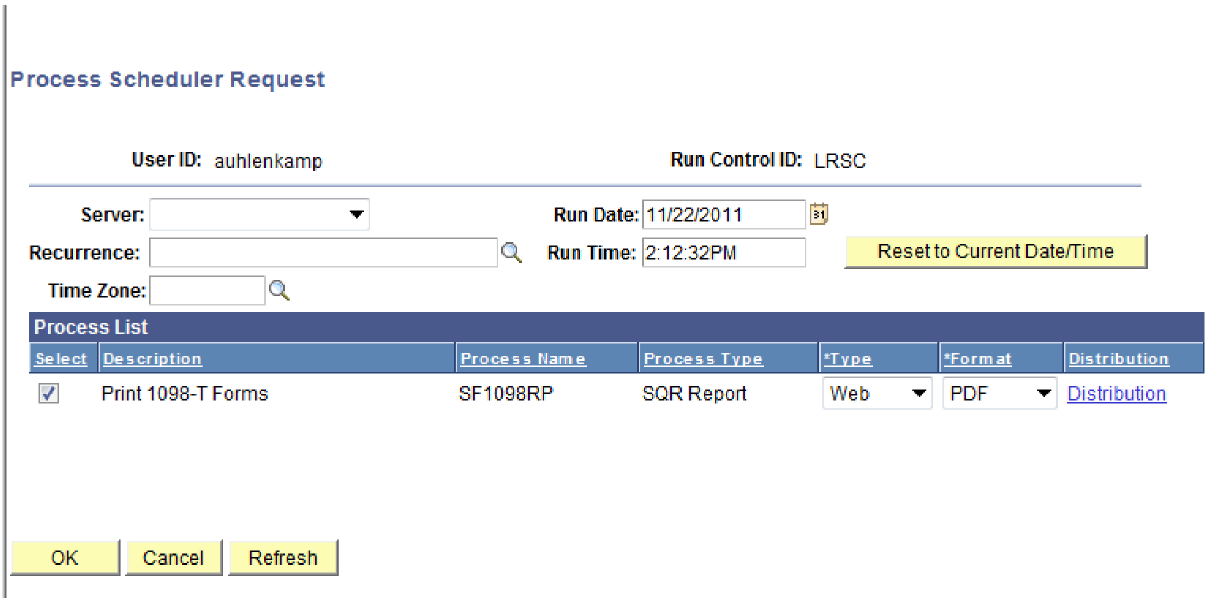


You need to enter the following information to run this process:

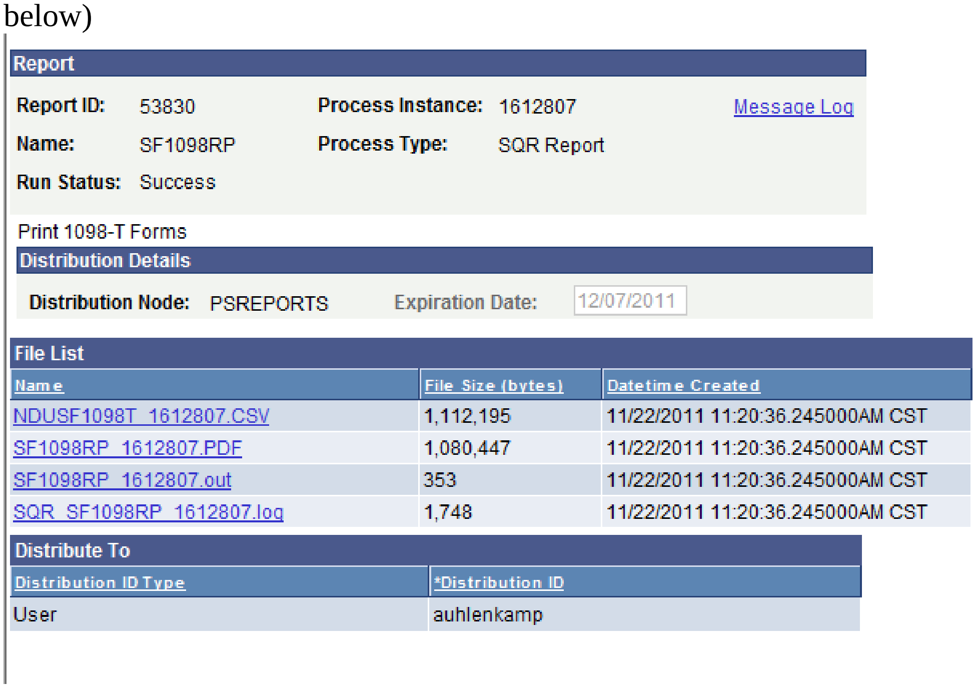
A. Enter your Transmitter's TIN(Tax Information Number), search by clicking on the look up icon
B. The Calendar Year will be 2011 tax year
C. The Media needs to be **PRINT ONLY** **** This is very important you choose this media****
D. Filing Status is Original
E. Primary Sort- School Option
F. Secondary Sort- School Option

UNDER TIN Control Information

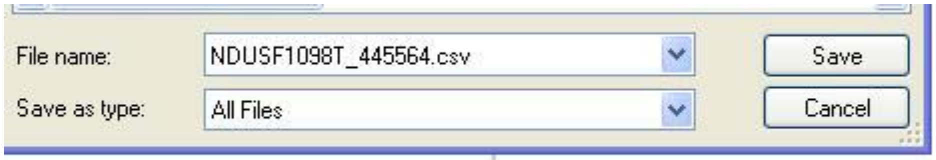
A. Enter your schools TIN
B. Calendar Year = 2011
C. Save this information on your run control and click on the run button



Make sure the server name is LEFT BLANK
The type and format can remain as Web and PDF then click the OK button
Click on the process monitor until the process has completed to success
Click on the details link and the view log trace link and you should return an instance number (Example is below)



A. Right click on the NDUSF1098T CSV file: and select Save Target as
B. Save the data as a csv file (please look at screen shot) and the save as type is ALL file **NOT EXCEL**



a.

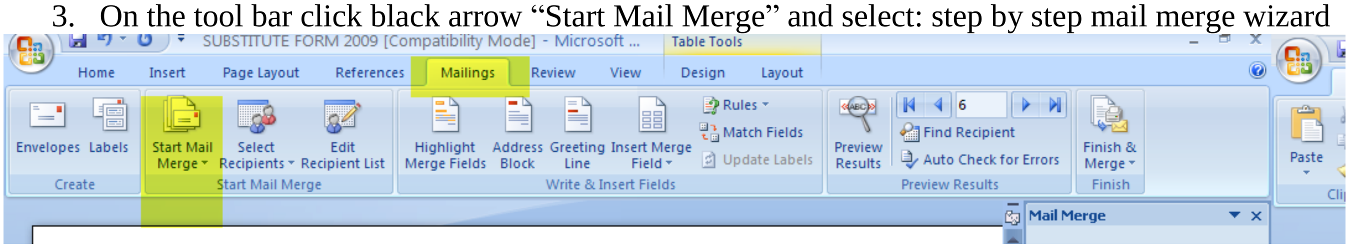
This is an example of what the data school look like.

You will need to save this data to a folder on your hard/shared drive:

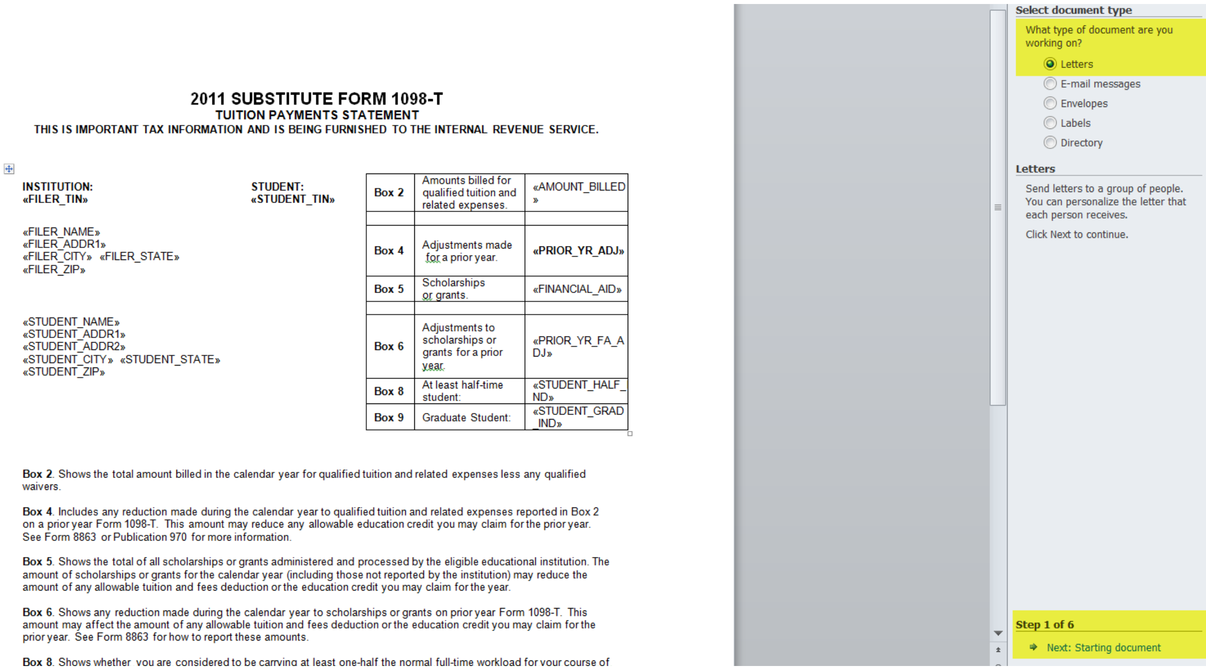
1. Open the file from within Excel. The Text Import Wizard should open up.
2. In Step 1 of 3 – Click on "Delimited". Click Next.
3. In Step 2 of 3 – Click on the delimiter for "Comma". You can remove the "Tab" delimiter. Click Next.
4. In Step 3 of 3 – Within the data preview, click on the column header that says General. Holding down the Shift button, scroll over to the last column and again click on that header that says General. Now click on the "Text" button within the Column Data Format. Click on Finish.
5. All columns have now been imported in as Text. This format is easier to work with importing the information into Word.
6. Save the file as an Excel Workbook.

You will use the Microsoft merge wizard to merge this data into your 1098T template form

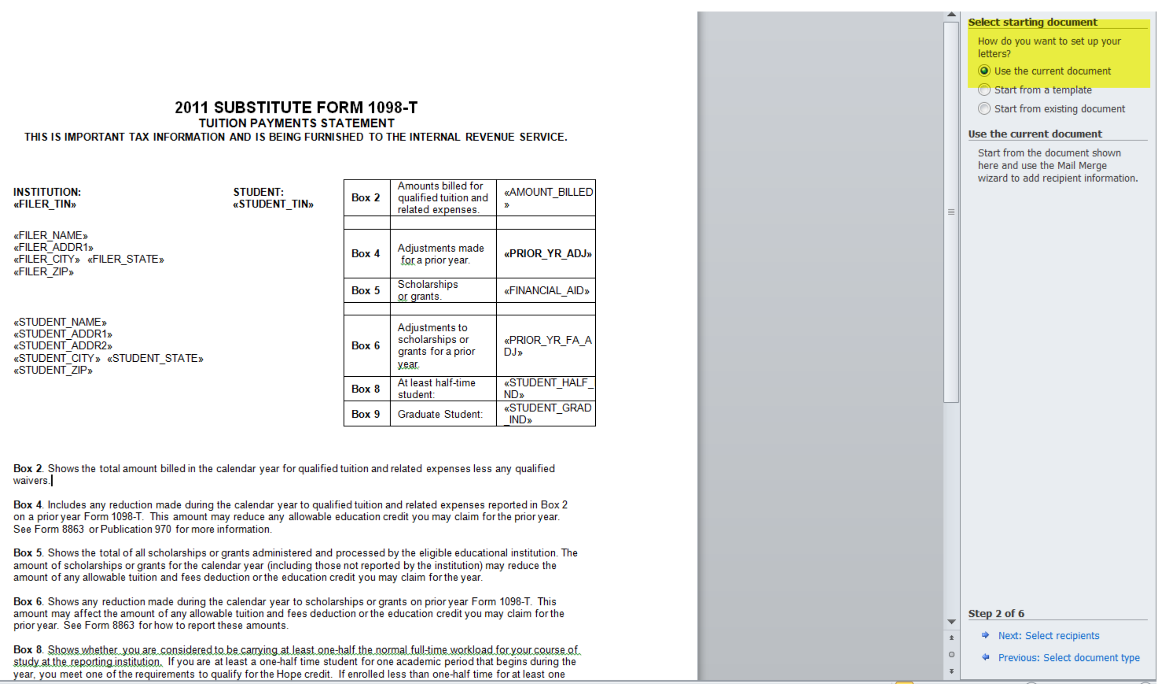
1. Open up your 1098T form template
2. Click on Mailings Tab
3. On the tool bar click black arrow "Start Mail Merge" and select: step by step mail merge wizard



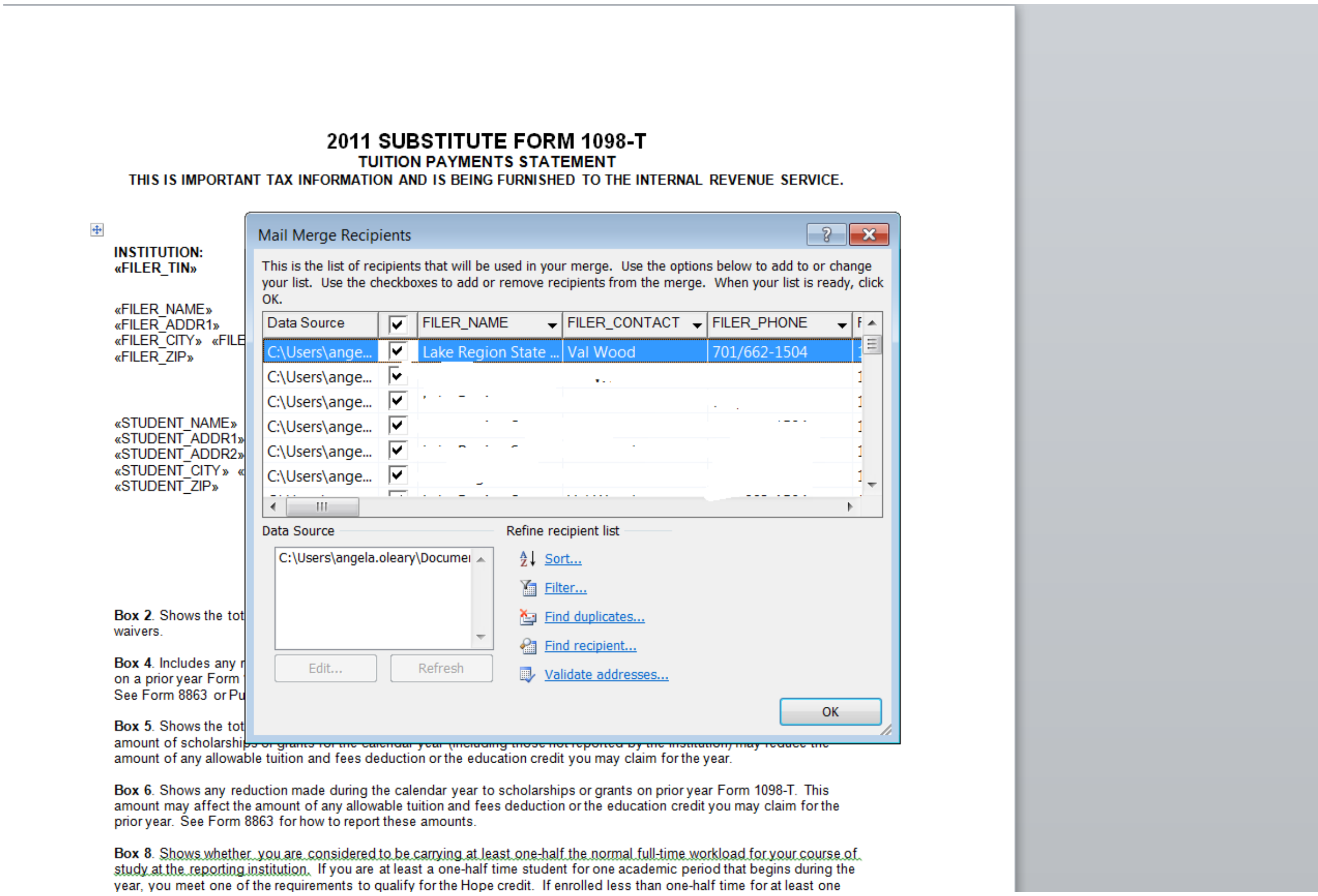
7. You will need to browse for your data (excel data) to be merged
   a. Step 1 of 6 you will need to select the type of document, the "Letters" radio button should already be select, once verified click on Next: starting document



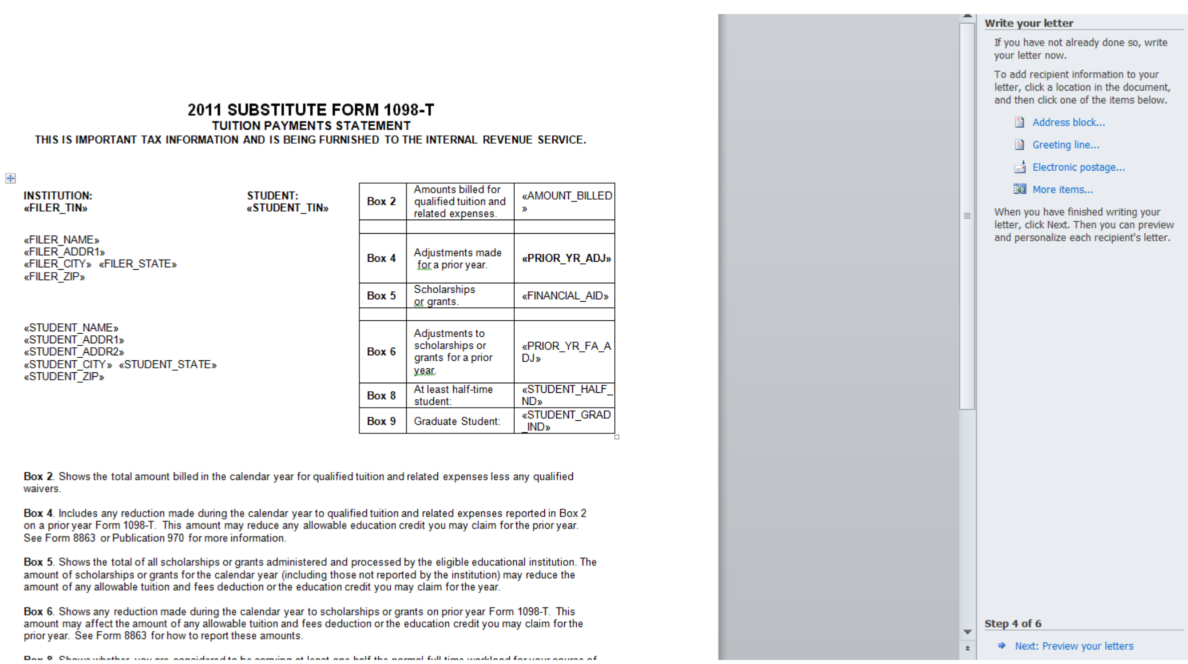
b. Step 2 of 6 ask how you want to set up your letters? Verify that the "Use the current document" radio button is selected and click Next: Select recipients



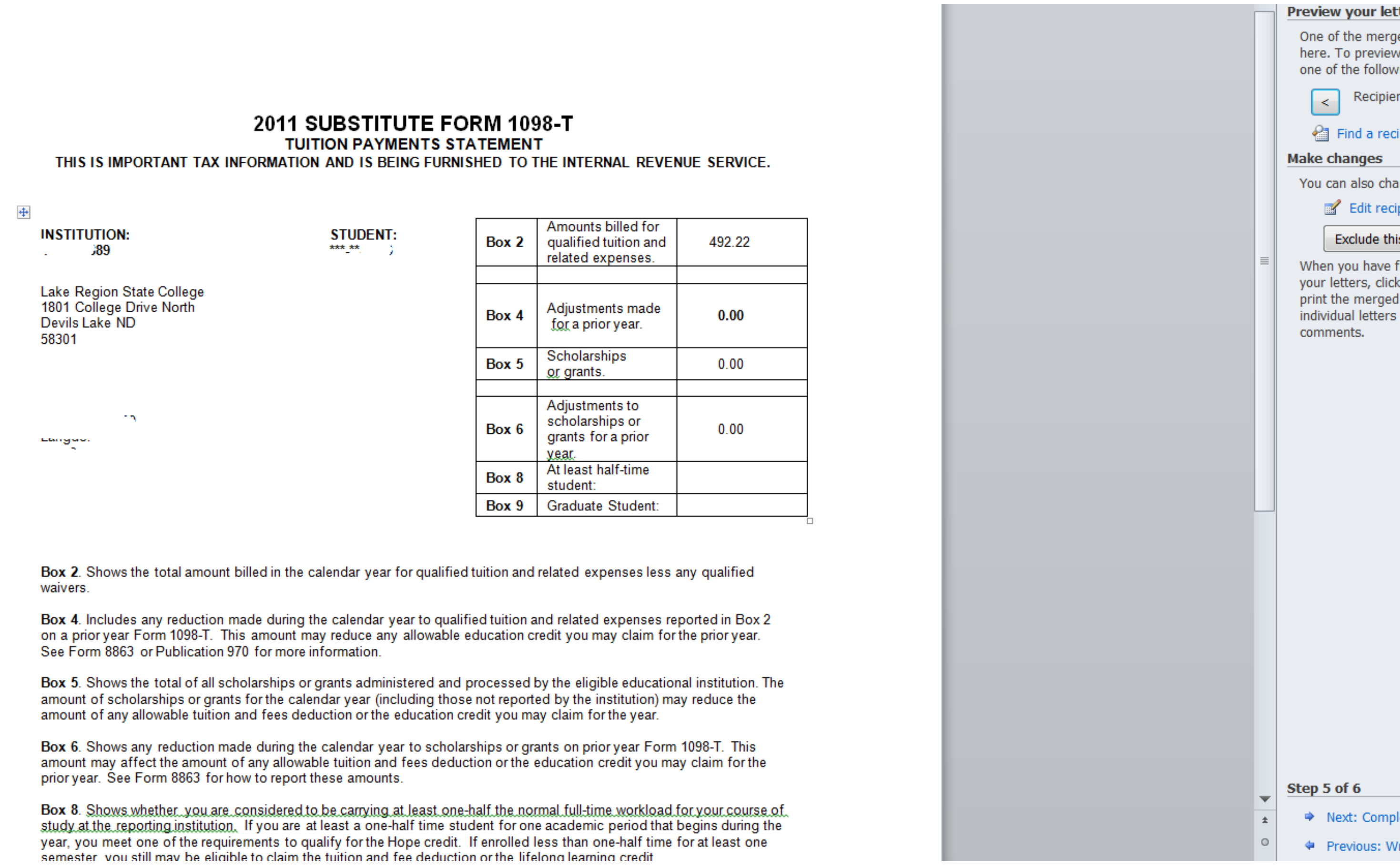
c. Step 3 of 6 Select recipients. Verify that the "Use an existing list" radio button is selected. You will want to click on the blue Browse hyperlink to find the spreadsheet of data that you saved in the print forms process, once you select the file, a screen will pop up to view the data. Select OK button click Next: Write your letter



d. Step 4 of 6 Click on Next: Preview your letters



a. Step 5 of 6 Once you have previewed your letter, a sample merge letter will appear. Please review and verify all data has merged successfully and accurate and you can move on to the last step.


2011 SUBSTITUTE FORM 1098-T
TUITION PAYMENTS STATEMENT
THIS IS IMPORTANT TAX INFORMATION AND IS BEING FURNISHED TO THE INTERNAL REVENUE SERVICE.

INSTITUTION:

STUDENT:

Lake Region State College
1801 College Drive North
Devils Lake ND
58301

Box 2	Amounts billed for qualified tuition and related expenses.	492.22
Box 4	Adjustments made for a prior year.	0.00
Box 5	Scholarships or grants.	0.00
Box 6	Adjustments to scholarships or grants for a prior year.	0.00
Box 8	At least half-time student:	
Box 9	Graduate Student:	

Box 2. Shows the total amount billed in the calendar year for qualified tuition and related expenses less any qualified waivers.

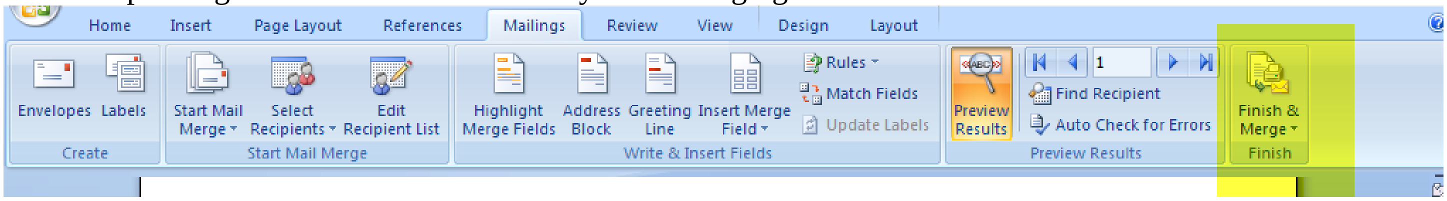
Box 4. Includes any reduction made during the calendar year to qualified tuition and related expenses reported in Box 2 on a prior year Form 1098-T. This amount may reduce any allowable education credit you may claim for the prior year. See Form 8863 or Publication 970 for more information.

Box 5. Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of any allowable tuition and fees deduction or the education credit you may claim for the year.

Box 6. Shows any reduction made during the calendar year to scholarships or grants on prior year Form 1098-T. This amount may affect the amount of any allowable tuition and fees deduction or the education credit you may claim for the prior year. See Form 8863 for how to report these amounts.

Box 8. Shows whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at the reporting institution. If you are at least a one-half time student for one academic period that begins during the year, you meet one of the requirements to qualify for the Hope credit. If enrolled less than one-half time for at least one semester you still may be eligible to claim the tuition and fee deduction or the lifelong learning credit

TIP: To view all students in a word document format, select the Finish & Merge and select "edit individual documents. Once this happens all records are merging into a separate word document. This process can take awhile depending on the number of students you are merging.



On line 1098-T Inquiry

Student Financials > Taxes>Review 1098-T Data

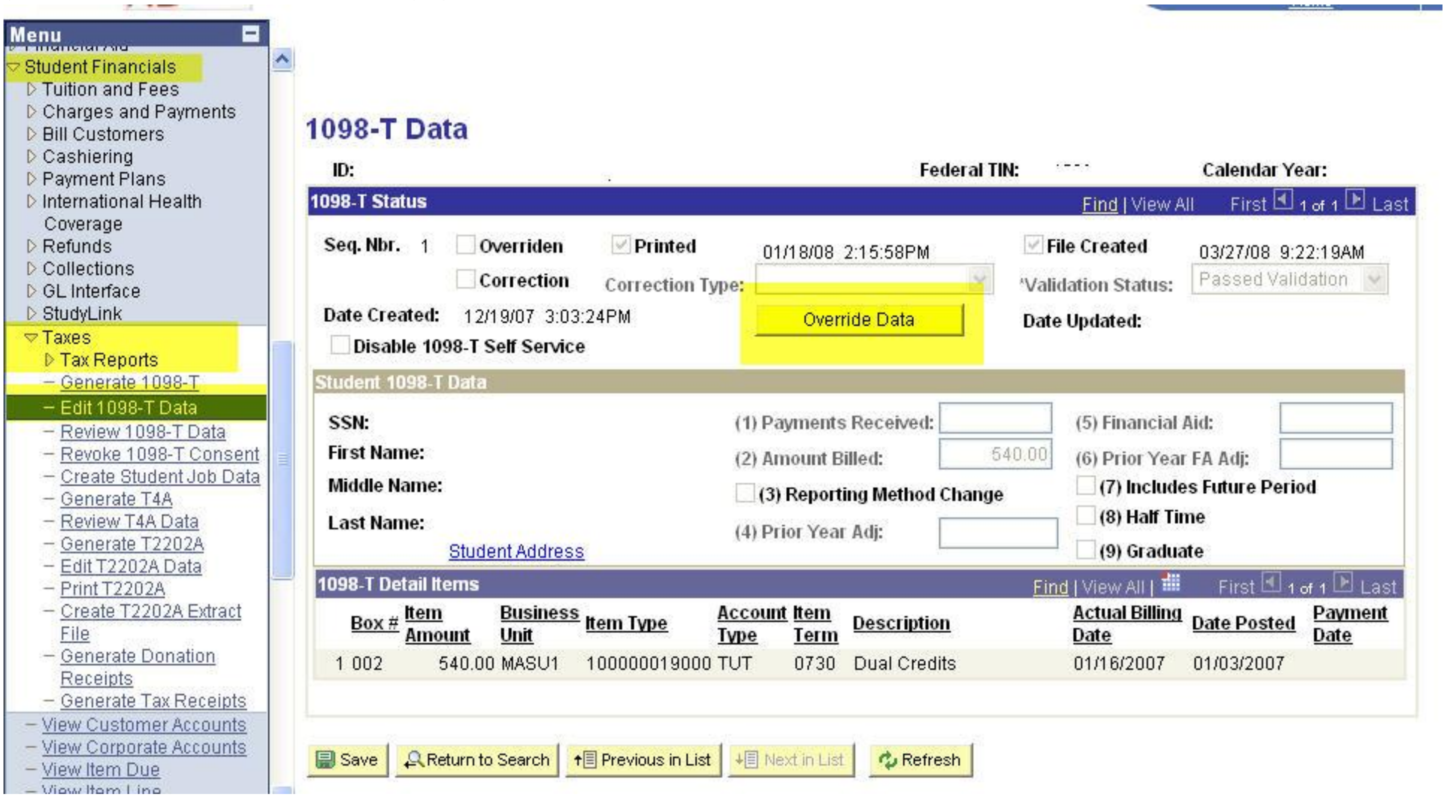
Enter the student's emplid, your school's Federal TIN and the calendar year and then click Search

Please note: If the student is enrolled at other NDUS schools, they will have more than one 1098-T.

The details for each box on the 1098-T is listed here.

Manual adjustments for a 1098-T already generated (but not transmitted to the IRS):

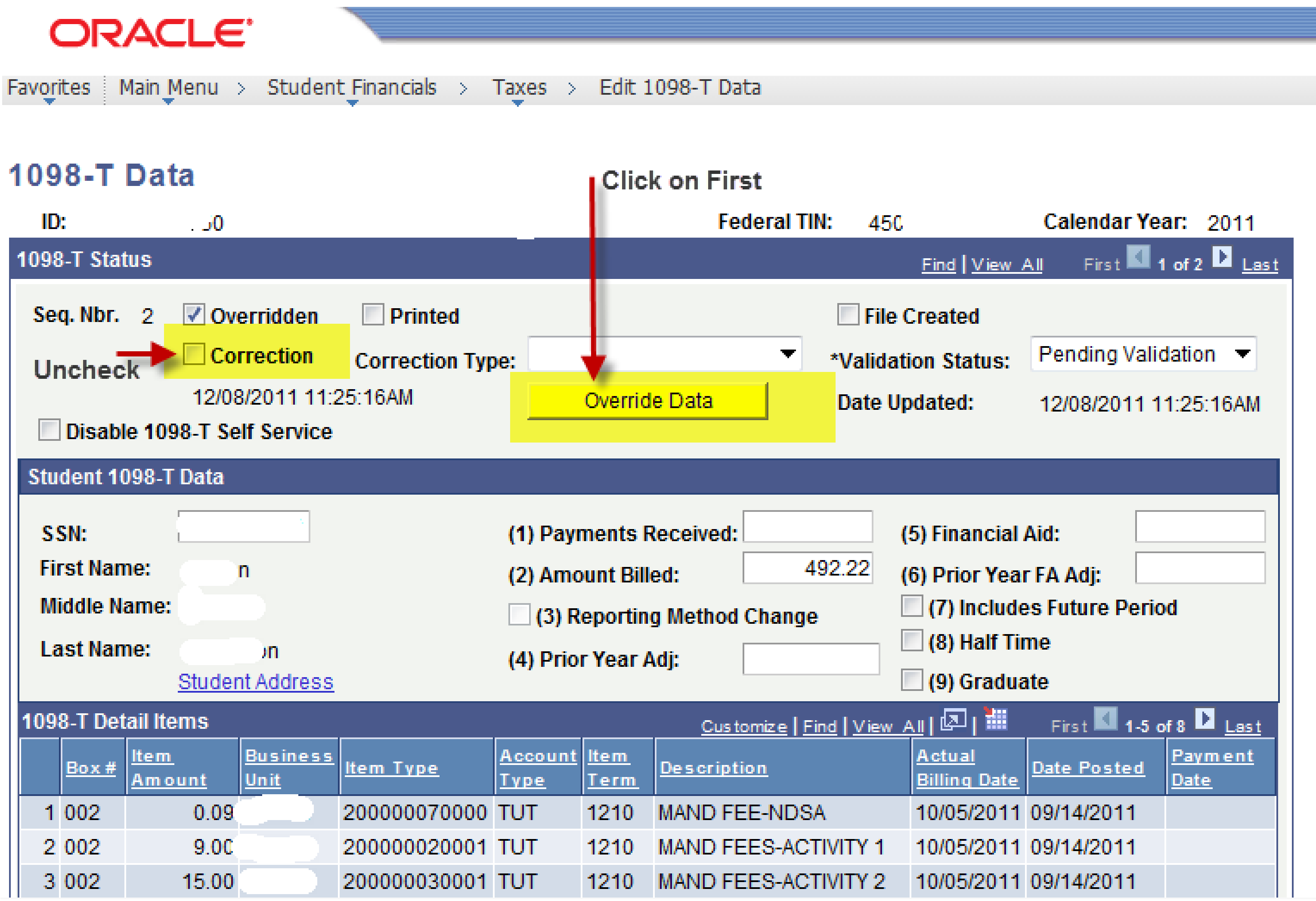
Student Financials>Taxes>Edit 1098-T Data



When you 'click' the Override Data you are able to adjust the amounts. Make sure to Save after you have made changes to the student's 1098-T.

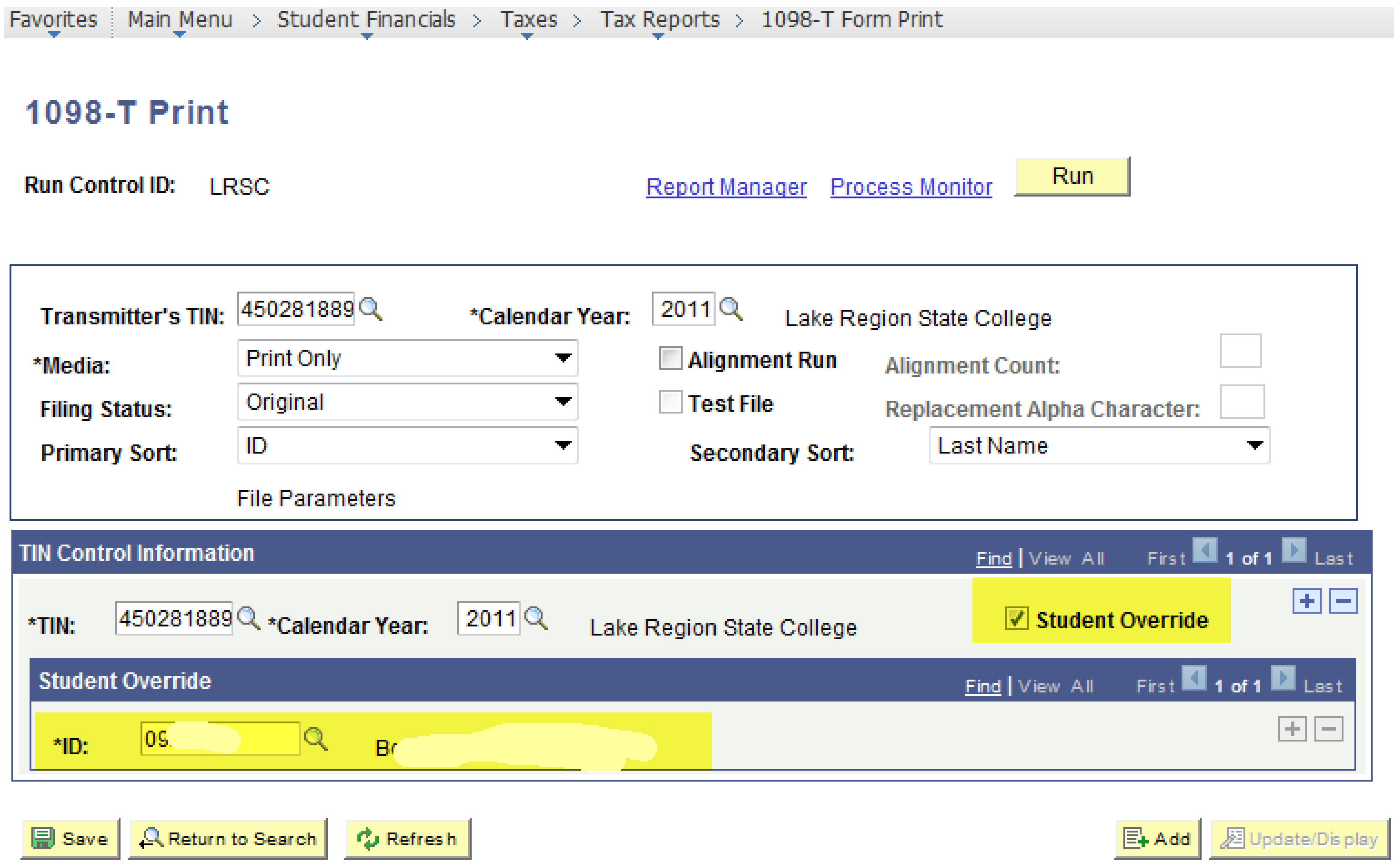
NOTE** When making any adjustments esp. to boxes 4 and 6, you have to **enter a positive amount.** PeopleSoft does not recognize negative amounts and the File sent to the IRS will be automatically rejected. Any positive adjustments in prior and current year are reflected in boxes 2 and 5.

Note: Student 1098-t boxes are no longer shaded after you click the Override Data button and you can make changes to the data. Also, note there is more than one record for the student - the one generated by PS and one after you have made changes. **IMPORTANT: Need to uncheck the Correction field box.**
Corrections are ONLY applicable after the file has been transmitted to the IRS which will be after March.



After the student's data has been adjusted, the data will also need to pass validation by running 1098T Audit Report. Run the 1098T Audit Report by selecting the Student Override box and entering the student's ID number.

The 1098T Form Print process will also need to be run. To do this make sure the Filing Status field has the "Print Only" value selected. Also, make sure to select the individual students that need the updated 1098T form by selecting the student override box and entering the Emplids.

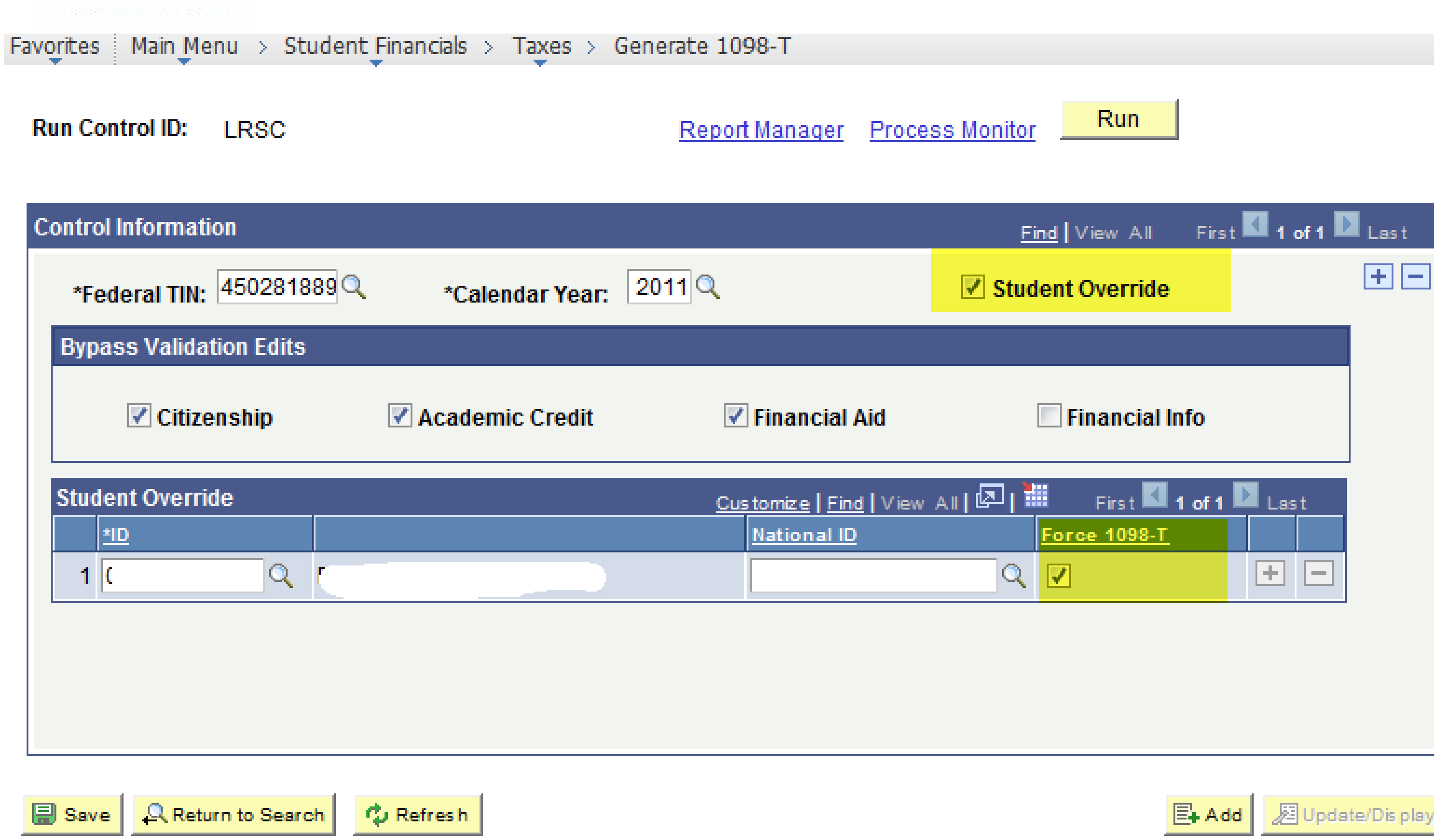


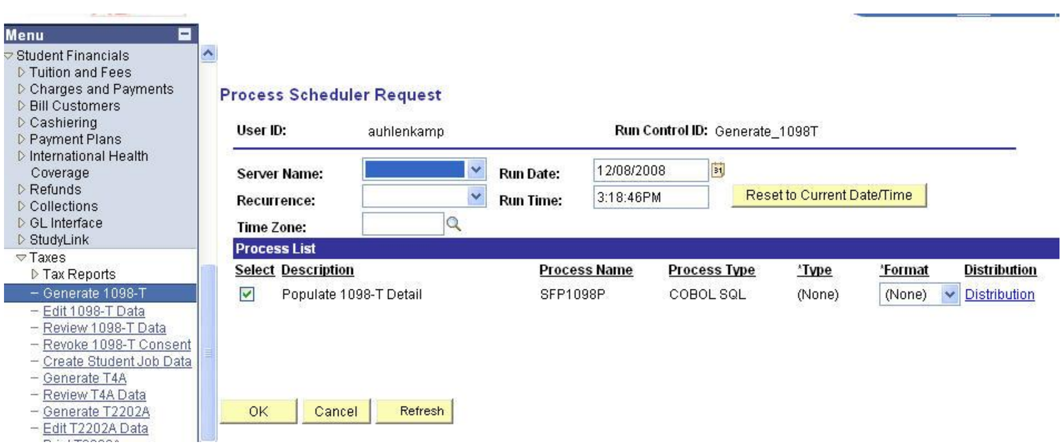
To create a 1098–T for a student who has not been generated a 1098T

Student Financials > Taxes >Generate 1098-T

Find an existing value – enter your run control from when you ran the 1098-T process, or search for the run control.

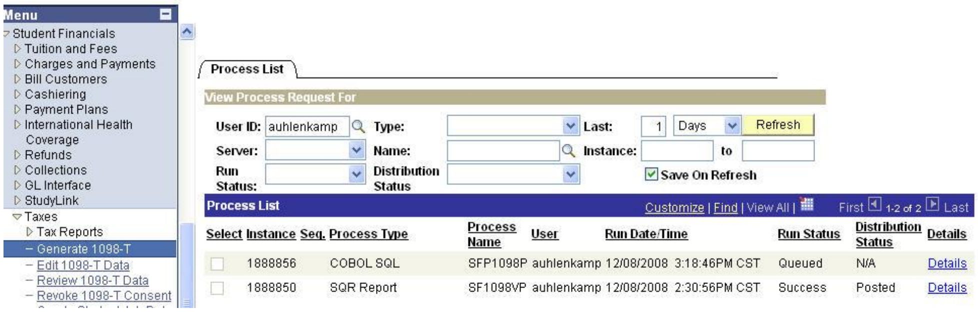
Check the student override box, and enter the student's Emplid. Also, check the Force 1098-T box hit Save & Run the process.





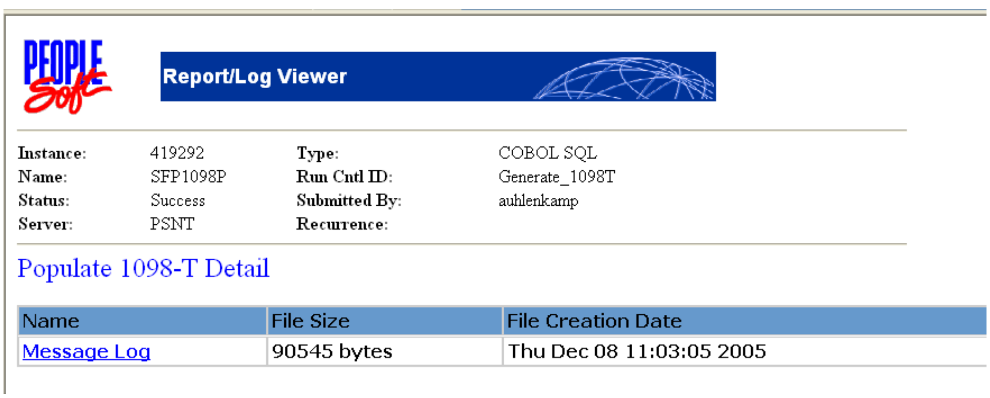
Server Name: LEAVE BLANK, click OK

Click on the Process Monitor link – it will take a few minutes to process the information.



Upon success of the process, Click the Details hyperlink

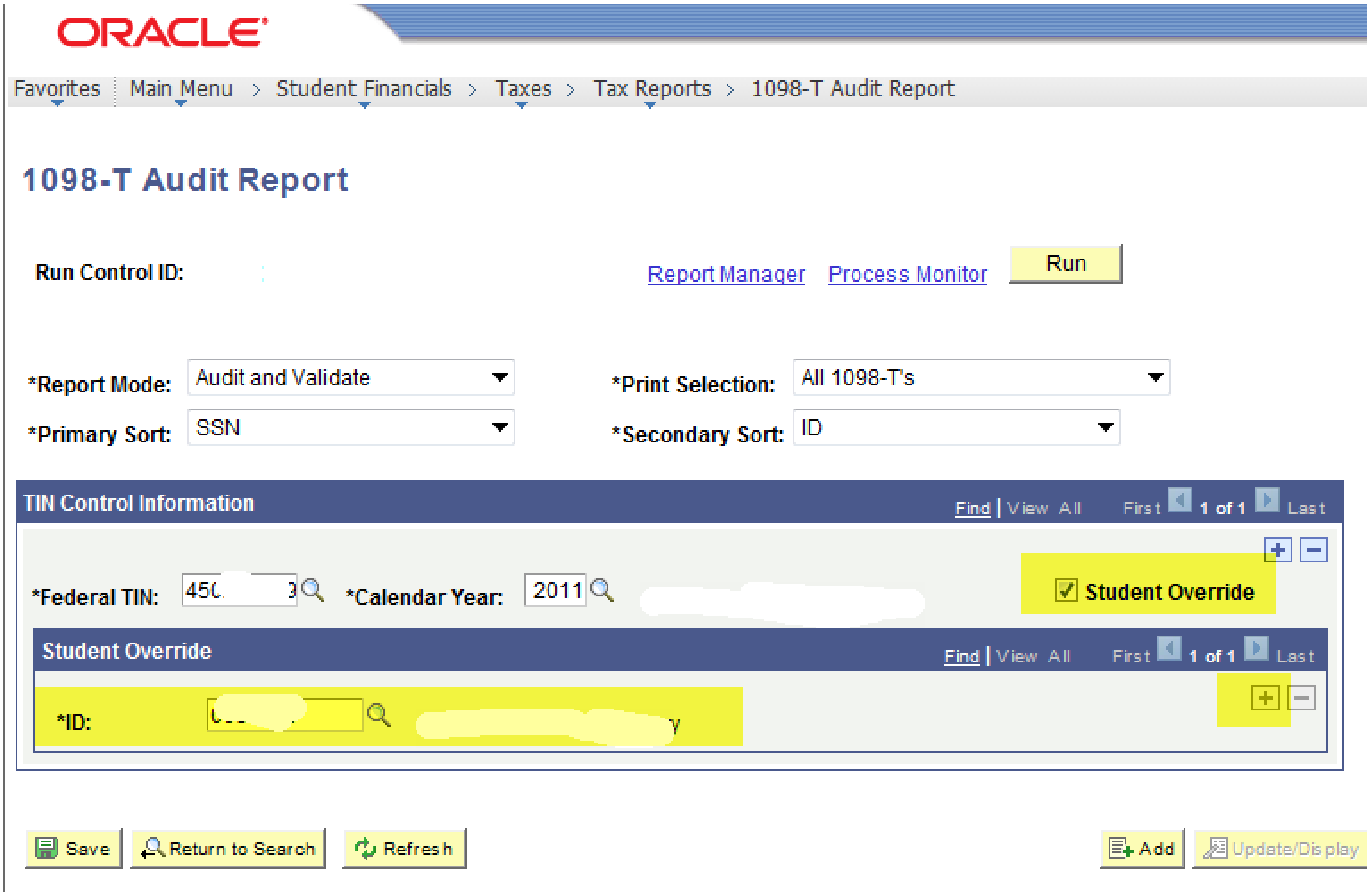
Click on View Log Trace



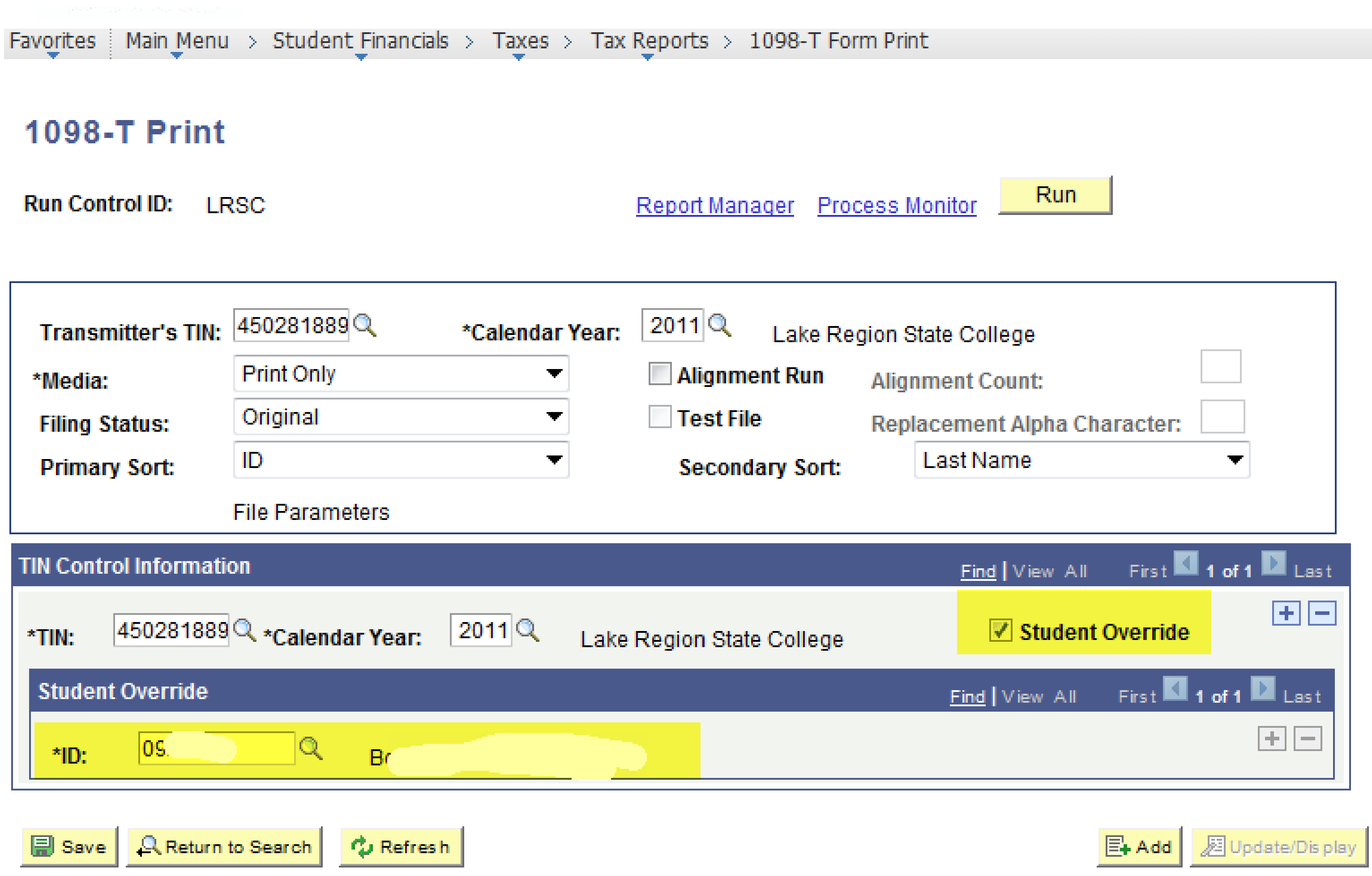
The message log will list the errors as well as the number of records added. It is suggested that you print this report. Close out of this screen after you print the information.

*If you go the 1098T inquiry (see instructions above) you will see the student's information.

After the 1098T has been generated, the data will also need to pass validation by running the 1098-T Audit Report. Run the 1098-T Audit Report by using selecting the Student Override and entering the student's ID number.



The 1098T Form Print process will also need to be run. To do this make sure the Filing Status field has the "Print Only" value selected. Also, make sure to select the individual students that need the updated 1098T form by selecting the student override box and entering the Emplids.



Trouble-shooting why a 1098T has not printed:

Verify the student has a validation status of Passed validation. If you have another value in this field the student's 1098T was not printed.

Other

People books has some very useful information to aid you in the 1098T process.

After the 1098T file has been transmitted:

- The 1098T file is transmitted to the IRS at the end of March.
- Keep a separate log of:
  - New 1098Ts for students who did not previously receive one.
  - Corrected 1098Ts that had been previously transmitted.
- Report these logs to Marie at the end of April for an additional transmittal to be completed in early May.
- After the transmittal in early May, a ticket will need to be submitted in order to have any new records electronically submitted to the IRS.