



# 1098-T Announcement

The 1098-T Form determines if you qualify for tuition and fees tax deductions or education related tax credits. Ensure that your address, social security #, and Taxpayer Identifications Number (TIN) are current, and correct to avoid extra fees and to receive your money on time. Incorrect information reported to the IRS will result in \$100 penalty charge to student accounts.

**i** Please refer to the IRS Publication 970, Tax Benefits for Education and Form 8863, and Education Credits for more info. These forms are available on the IRS website at: [irs.ustreas.gov/index.html](http://irs.ustreas.gov/index.html) or call 1-800-829-1040

**i** Incorrect information reported to the IRS will result in a \$100 penalty charge to the students account.

**Note: The name appeared on your Birth Certificate / SSN must match the name on your W-9**

The Taxpayer Relief Act of 1997 requires that all educational institutions provide U.S. citizens or permanent residents with a tax form known as Form 1098-T detailing qualifying tuition and related expenses for the calendar year. Educational institutions are not required to provide forms to non-resident aliens. As a result, you may not receive a form if you are a nonresident alien.

**Form 1098-T will be mailed to the student using the address that CSI has in the student database system no later than January 31 of each year. It is imperative that the student keeps important information such as address and social security number up-to-date with the Registrar's Office, as this information is submitted to the IRS and insures proper mailing of the form.**

If Social Security numbers are not updated in our student database system, students will be required to submit a W-9 form along with a copy of their social security card to ensure that the proper social security number is reported to the IRS.

## Tax Information

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## Contact Us

**Did you move?  
Is your Taxpayer Id # (SSN or ITIN) updated with us?**  
(Social Security Number, SSN - Individual Taxpayer Identification, ITIN)  
**If not please see the front desk to receive a W-9 Form.**  
**We will also need you to provide a copy of your SNN.**  
Additional Questions? Contact: [BusinessOffice@csinow.com](mailto:BusinessOffice@csinow.com)

1098-T Announcement		<input type="checkbox"/> CORRECTED					
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number <b>COMPUTER SYSTEMS INSTITUTE</b>		1 Payments received for qualified tuition and related expenses <b>\$ TOTAL PAID IN 2016</b>	OMB No. 1545-1574 <b>2016</b>		<b>Tuition Statement</b>		
		2 Amounts billed for qualified tuition and related expenses <b>\$</b>	Form <b>1098-T</b>				
FILER'S federal identification no. <b>TO RECEIVE FEDERAL ID# YOU MUST PROVIDE YOUR SSN</b>	STUDENT'S social security number <b>REQUIRED</b>	3 If this box is checked, your educational institution has changed its reporting method for 2015 <input type="checkbox"/>		<b>Copy B For Student</b>  This is important tax information and is being furnished to the Internal Revenue Service. This form may be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.			
STUDENT'S name <b>PLEASE PRINT - SAME SPELLING MUST APPEAR ON YOUR BIRTH CERTIFICATE / SNN</b>		4 Adjustments made for a prior year <b>\$</b>	5 Scholarships or grants <b>\$</b>				
Street address (including apt. no.) <b>PLEASE USE CURRENT ADDRESS - WE WILL BE MAILING TO THIS ADDRESS</b>		6 Adjustments to scholarships or grants for a prior year <b>\$</b>				7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2016 <input type="checkbox"/>	
City or town, state or province, country, and ZIP or foreign postal code							
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input checked="" type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>		10 Ins. contract reimb./refund <b>\$</b>			
Form <b>1098-T</b> (keep for your records)		<a href="http://www.irs.gov/form1098t">www.irs.gov/form1098t</a>		Department of the Treasury - Internal Revenue Service			



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