



What is a 1098T?

Families filing a U.S. tax return may be eligible for educational tax credits when claiming their Purdue student as a dependent. The IRS Form 1098-T is the form provided to help file for these tax credits.

How do I view and print my 1098T (USING GOOGLE CHROME)?

AUTHORIZED USERS WILL LOG INTO THIS WEBSITE: https://secure.touchnet.com/C21261_tsa/web/login.jsp

- Using your Purdue career account user name and password, login to **myPurdue** at <https://mypurdue.purdue.edu>.



- Click on the **Bills & Payments** tab.

The image is a screenshot of the myPurdue website. At the top, there is a navigation bar with the Purdue University logo and the text 'myPurdue'. Below the navigation bar, there are several tabs: 'Academics', 'Registration', 'Bills & Payments' (which is circled in red), 'Financial Aid', 'Banner', and 'Life @ Purdue'. The main content area is divided into three columns. The first column is titled 'Student Account' and contains links for 'View My Balance', 'Make a Payment', 'Setup Authorized Users', 'Setup e-Refund Account', 'Account Summary', 'Account Detail', 'Title IV Authorization', '1098T Tax Notification', 'International Payment Service', and 'Order Account Statement'. The second column is titled 'Enrollment Confirmation' and contains a section for 'Confirm your enrollment for the coming semester' with a note that this step is required to avoid being canceled. The third column is titled 'Financial Resources' and contains links for 'Student Job Postings', 'Internship Resources', 'Professional Practice/Co-Op Information', 'Financial Planning Cash Course', and 'Tuition Refund Policy for Withdrawing Students'. Below these columns, there is a 'Financial Calculators' section with a link to estimate tuition, fees, and campus housing costs. At the bottom of the page, there is a footer with various links and social media icons. The footer includes links for 'Employee Portal', 'Faculty and Staff', 'Human Resources', and 'Shop'. The central part of the footer features the slogan 'WE ARE PURDUE' and 'WHAT WE MAKE MOVES THE WORLD FORWARD' with social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn.

Click on the **View My Balance** tab.

The screenshot shows the myPurdue website interface. At the top, there is a navigation bar with the Purdue University logo and 'myPurdue' text. Below this is a secondary navigation bar with links for Academics, Registration, Bills & Payments, Financial Aid, Banner, and Life @ Purdue. The main content area is divided into three columns. The left column, titled 'Student Account', contains a list of links: View My Balance (circled in red), Make a Payment, Setup Authorized Users, Setup e-Refund Account, Account Summary, Account Detail, Title IV Authorization, 1098T Tax Notification, International Payment Service, and Order Account Statement. The middle column, titled 'Enrollment Confirmation', contains a section for confirming enrollment for the coming semester, with a note that this step is required to avoid being canceled and that students are not fully confirmed until their balance is paid in full. Below this is a 'Financial Calculators' section. The right column, titled 'Financial Resources', contains links for Student Job Postings, Internship Resources, Professional Practice/Co-Op Information, Financial Planning Cash Course, and Tuition Refund Policy for Withdrawing Students. At the bottom of the page, there is a dark banner with the 'WE ARE PURDUE' logo and various utility links for employees, faculty, and students.

- Under the section '1098-T Statement,' click on the 'View' link of the year you want to view and print.
- Make sure you are using the most recent version of Internet Explorer and have your 'pop-up blocker' turned off.

The screenshot shows the 'My Account' page on the myPurdue website. The page has a navigation bar with tabs for My Account, Payments, Payment Plans, eBills, eDeposits, and eRefunds. Below this is a sub-navigation bar with links for Account Activity, My Profiles, and Authorized Users. The main content area is divided into several sections. On the left, there is an 'Account Alerts' section with a message 'No alerts at this time.' Below this is an 'Announcements' section with a welcome message and three bullet points: Admission Deposits, Financial Aid, and PASE (Purdue Alumni Student Experience). On the right, there is a 'My Account' section with a 'Current Account Status' box showing 'Amount Due: \$0.00' and buttons for 'Make a Payment' and 'View Account Activity'. Below this is a 'Statements' section with an 'eBill Statement' box showing a new bill for Student Accounts delivered on 10/21/13, with an account type of Student Accounts, a statement date of 10/21/13, and a bill amount of \$147.04. Below the eBill Statement is a '1098-T Statement' box for the year 2012, with a 'View' link highlighted by a red arrow. The text in the 1098-T Statement box indicates that the user must have Adobe Acrobat Reader 8.x or higher to view the statement.

- You will see a PDF box open up at the bottom of your screen, click to open and view/print.

The screenshot displays a web application interface. At the top, there is a section titled "1099-T Tax Statement" with a yellow warning banner that reads: "You must have Adobe Acrobat Reader 8.x or higher to view your 1099-T statement." Below this is a table with two columns: "Tax Year" and "Action".

Tax Year	Action
2015	View
2014	View

Below the table is a section titled "Account Activity Since Last Statement" with a yellow instruction banner: "To sort, click on the desired column header." A green button labeled "View All Activity" is positioned below this section.

At the bottom of the page, there is a footer containing the text: "U-Commerce 6.5 | Bill+Payment 6.5.0 ©1997 - 2016 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy" and the "TouchNet" logo.

At the very bottom, a grey download bar is visible. On the left side of this bar, a small icon and the text "show (8).pdf" are circled in red. On the right side, there is a link that says "Show all downloads..." followed by a close button "x".

EXAMPLE:

CORRECTED

FILER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone number Purdue University-West Lafayette 130 Hovde Hall, 610 Purdue Mall West Lafayette IN 47907 Contact Tel. No: (765)494-7570		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574 2013 Form 1098-T	Tuition Statement Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service.
FILER'S federal identification no. 356002041	STUDENT'S social security number XXX-XX-	2 Amounts billed for qualified tuition and related expenses \$.01	3 If this box is checked, your educational institution has changed its reporting method for 2013 <input type="checkbox"/>	
STUDENT'S name myPurdue Student Street address (including apt. no.) 610 Purdue Mall City or town, province or state, country, and ZIP or foreign postal code West Lafayette IN 47907-2040		4 Adjustments made for a prior year \$.00	5 Scholarships or grants \$.00	
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input type="checkbox"/>	6 Adjustments to scholarships or grants for a prior year \$.00	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2014 <input type="checkbox"/>	
		9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$	

Form 1098-T

(keep for your records)

38-2099803
Department of the Treasury - Internal Revenue Service