



## 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](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>.

The image shows a login form for Purdue University. At the top, it says 'PURDUE UNIVERSITY' in large, bold letters. Below that, it says 'Log in using your Purdue Career Account'. There are two input fields: 'Login:' and 'Password:'. A 'Login' button is located below the password field. At the bottom, there is a small text block: 'To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.'

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

The image shows a screenshot of the myPurdue website. The top navigation bar includes 'Academics', 'Registration', 'Bills &amp; Payments' (which is circled in red), 'Financial Aid', 'Banner', and 'Life @ Purdue'. Below the navigation bar, there are three main content areas: 'Student Account' with links like 'View My Balance' and 'Make a Payment'; 'Enrollment Confirmation' with a section for 'Confirm your enrollment for the coming semester'; and 'Financial Resources' with links like 'Student Job Postings' and 'Internship Resources'. At the bottom, there is a footer with various links and the Purdue University logo and slogan 'WE ARE PURDUE WHAT WE MAKE MOVES THE WORLD FORWARD'.

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 'Confirm your enrollment for the coming semester' with a note that this step is required to avoid being canceled. 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 text 'WE ARE PURDUE WHAT WE MAKE MOVES THE WORLD FORWARD' and social media icons. To the left and right of this banner are 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' and a '1098-T Statement' for 2012. The 2012 1098-T Statement section includes a 'View' link, which is highlighted by a red arrow. The text next to the 'View' link says 'You must have Adobe Acrobat Reader 8.x or higher to view your 1098-T 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	<a href="#">View</a>
2014	<a href="#">View</a>

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  <b>2013</b>  Form 1098-T	<b>Tuition Statement</b>  <b>Copy B For Student</b>  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