



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 FIREFOX)?

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 the text: 'Confirm your enrollment for the coming semester. This step is required to avoid being canceled. Students are not fully confirmed until their balance due is paid in full.' Below this is a section titled 'Financial Calculators' with the text: 'Estimate your tuition, fees, and campus housing costs. Estimate your financial aid eligibility for the next academic year.' 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'. At the bottom of the page, there is a footer with the text 'WE ARE PURDUE WHAT WE MAKE MOVES THE WORLD FORWARD' and social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn. There are also links to various services like 'Employee Portal', 'Faculty and Staff', 'Human Resources', and 'Shop'.

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 the text 'myPurdue'. 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 is titled 'Student Account' and 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 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. Below this is a 'Financial Calculators' section. The right 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. At the bottom of the page, there is a footer with various links and the slogan 'WE ARE PURDUE WHAT WE MAKE MOVES THE WORLD FORWARD'.

- 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 two columns. The left column contains 'Account Alerts' (No alerts at this time), 'Announcements' (Welcome to the Purdue University Bursar's Office Bill+Payment Site), and three informational sections: Admission Deposits, Financial Aid, and PASE (Purdue Alumni Student Experience). The right column is titled 'My Account' and contains a 'Current Account Status' section showing 'Amount Due: \$0.00' with buttons for 'Make a Payment' and 'View Account Activity'. Below this is a 'Statements' section with an 'eBill Statement' for 10/21/13 showing 'Account Type: Student Accounts', 'Statement Date: 10/21/13', and 'Bill Amount: \$147.04'. At the bottom of the Statements section, there is a '1098-T Statement' for 2012 with a 'View' link highlighted by a red arrow. A note indicates that Adobe Acrobat Reader 8.x or higher is required to view the statement.

- You will see a box open in the middle of your screen prompting you to use Adobe Reader, click ok to open and view/print.

The screenshot shows a web application interface with a navigation bar at the top containing "My Account", "Payments", "Payment Plans", "eStatements", "eDeposits", and "eRefunds". A dialog box titled "Opening show.pdf" is open in the center, displaying the following information:

You have chosen to open:
show.pdf
which is: Adobe Acrobat Document
from: https://secure.touchnet.com

What should Firefox do with this file?

Open with: Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

Buttons: OK, Cancel

The background interface shows a section for "1098-T Tax Statement" with a warning: "You must have Adobe Acrobat Reader 8.x or higher to view your 1098-T statement." Below this is a table with columns "Tax Year" and "Action":

Tax Year	Action
2015	View
2014	View

Below the table is a section titled "Account Activity Since Last Statement".

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