

Dear Student,

We want to make you aware of some important information regarding your tax document (1098-T form).

Reporting Changes

In previous years, your 1098-T included a figure in Box 2 that represented the qualified tuition and related expenses (QTRE) we *billed* to your student account for the calendar (tax) year. Due to a change to institutional reporting requirements under federal law, beginning with tax year 2018, we will report in Box 1 the amount of QTRE you *paid* during the year. *Please note that physical checks must be received by the Office of Student Accounts by Friday, December 21st at noon, in order guarantee inclusion in the 2018 tax year.*

Depending on your income, (or your family's income, if you are a dependent), whether you were enrolled full or half-time, and the amount of your qualified educational expenses for the year, you **may** be eligible for a federal education tax credit. (You can find detailed information about claiming education tax credits in [IRS Publication 970](#), page 9.)

The dollar amounts reported on your Form 1098-T may assist you in completing IRS Form 8863 – the form used for calculating the education tax credits that a taxpayer may claim as part of your tax return.

Millersville University is unable to provide you with individual tax advice, but should you have questions, you should seek the counsel of an informed tax preparer or adviser.

Below is a blank sample of the 2018 Form 1098-T, that you will receive in January 2019, for your general reference. For more information about Form 1098-T, visit <https://www.irs.gov/pub/irs-pdf/f1098t.pdf>.

<input type="checkbox"/> CORRECTED				OMB No. 1545-1574 2018 Form 1098-T	Tuition Statement
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$ 2			Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
FILER'S employer identification no.	STUDENT'S TIN	3 If this box is checked, your educational institution changed its reporting method for 2018 <input type="checkbox"/>	4 Adjustments made for a prior year \$	5 Scholarships or grants \$	
STUDENT'S name		6 Adjustments to scholarships or grants for a prior year \$	7 Checked if the amount in box 1 includes amounts for an academic period beginning January—March 2019 <input type="checkbox"/>		
Street address (including apt. no.)		9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$		
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 type="checkbox"/>			
Form 1098-T (keep for your records)		www.irs.gov/Form1098T		Department of the Treasury - Internal Revenue Service	

Electronic Consent

Millersville University partners with Heartland ECSI, offering you the opportunity to receive your 1098-T tuition statement electronically this year. If you would like to receive your 1098-T form electronically, please give your consent by following the link provided below and following the step by step instructions. 1098-T's will be

provided by the end of January 2019. If electronic consent is not received **by January 1, 2019**, the 1098-T will be mailed to the current address on file.

1098-T Electronic Consent

<https://heartland.ecsi.net/index.main.html#/access/eConsent>

The benefits to receiving electronic notification are:

- Provides access to the form 1098-T earlier than the traditional mailing process.
- Online access eliminates the chance that the 1098-T will get lost, misdirected, or delayed during delivery, or misplaced once the student receives it.
- Signing up for online access is easy and secure.
- Students can access their 1098-T form while traveling or away from their home address.

To give consent to receive your 1098-T form electronically, click on the link below and follow the simple instructions to sign up!

- Visit <https://heartland.ecsi.net/index.main.html#/access/eConsent>
- Follow the step-by-step instructions on the web form.
- Check the box and click submit.

If you have any questions, please visit <http://www.ecsi.net/taxinfo.html> for information regarding your tax documents and to obtain contact information for Heartland ECSI.