

Students: How to view and download the 1098-T form

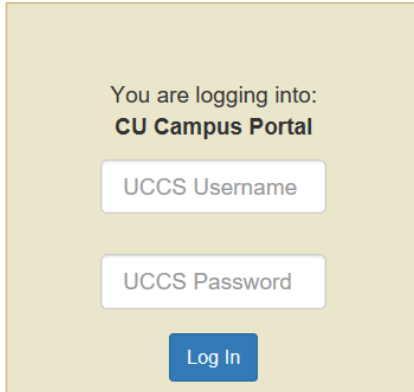
- This procedure is for students.
- 1098-T tax forms are only online and emailed to uccs.edu email. No forms are mailed.
- For more information, see [Tax Info](#) on the Bursar's Office website.



Student Financial Services
Bursar Office

UNIVERSITY OF COLORADO COLORADO SPRINGS

1. **Log into your UCCS Student Portal:** www.uccs.edu/portal.



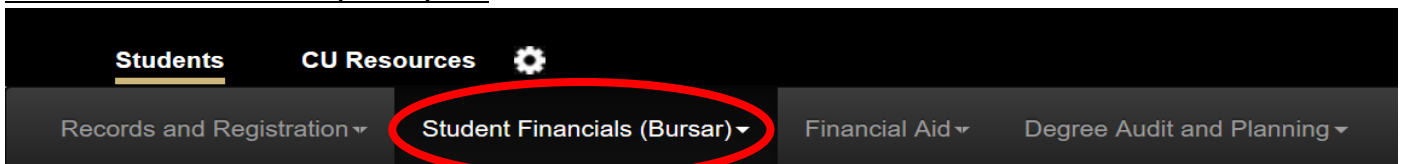
You are logging into:
CU Campus Portal

UCCS Username

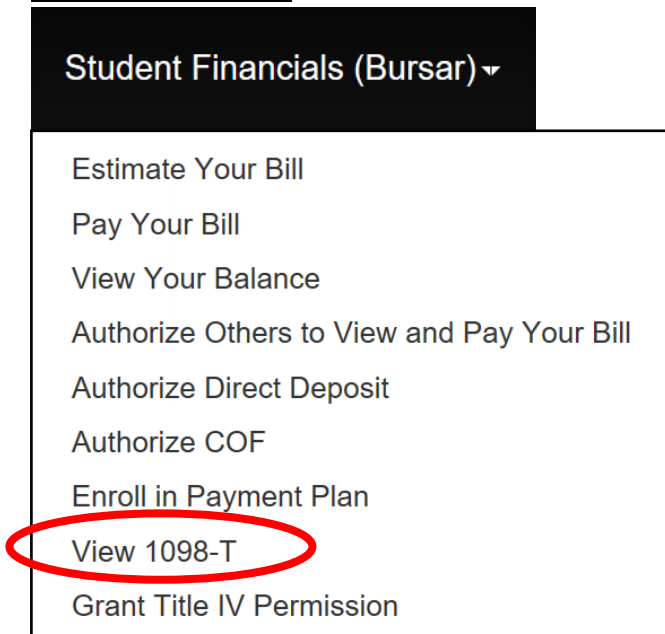
UCCS Password

Log In

2. **Click on Student Financials (Bursar) tab:**



3. **Click on View 1098-T:**



4. Select the year of the form you want to view and download

Account Services > 1098T Tax Form



Menu

Years listed indicate which 1098T statements are available to you. Select the desired year. Then click 1098T Form or 1098T Transaction Detail.

Note:

1. Effective for the 2018 tax year, the University of Colorado (CU) reports Box 1, payments received for qualified tuition and related expenses. Consult with a tax advisor about this change and how it may affect you. CU cannot provide tax advice.
2. You may need to disable the pop-up blocker on your browser in order to view the form.
3. If a 1098T form for a particular year is missing and you attended CU during that calendar year, please contact the Bursar's Office for information about why your form was not created.
4. Please note that the Printed Date will only be visible for years you received a paper copy.
5. If you attend more than one CU campus, all information will be combined on one form.

WARNING: This page contains sensitive personal information. Remember to close this browser before leaving to ensure your personal information is not compromised.

1098-T Report Selection					
General ▼					
TAX YEAR	VERSION	FEDERAL TAX ID	DESCRIPTION	PRINTED DATE	TRANSMITTAL DATE
2016	Original	846000555	Regents of the Univ of Colo		03/23/2017
2015	Original	846000555	Regents of the Univ of Colo		03/24/2016
2014	Original	846000555	Regents of the Univ of Colo		03/23/2015

5. Select 1098-T Form (to download the form) or Transaction Detail (for detailed information) and click View

UCCS University of Colorado Colorado Springs

Home | Worklist | Sign Out

Students Faculty CU Resources

Records and Registration Student Financials (Bursar) Financial Aid Degree Audit and Planning Training

Account Services > 1098T Tax Form

Select to view the 1098-T Form or the detail for this year

SELECT THIS ROW	YEAR	DESCRIPTION
<input type="radio"/> Select this row	2016	1098-T Form
<input type="radio"/> Select this row	2016	1098-T Transaction Detail

Back to main 1098-T tax information page **VIEW**

6. Click Allow:

The screenshot shows the UCCS website interface. At the top, the UCCS logo and "University of Colorado Colorado Springs" are displayed. Navigation links include Home, Worklist, and Sign Out. Below this, there are tabs for Students, Faculty, and CU Resources. A secondary navigation bar lists: Records and Registration, Student Financials (Bursar), Financial Aid, Degree Audit and Planning, and Training.

The main content area shows "Account Services > 1098T Tax Form". The user is identified as Jacqueline Gatlin. A menu icon is visible. Below the user name, it says "Select to view the 1098-T Form or the detail for this year".

SELECT THIS ROW	YEAR	DESCRIPTION
<input checked="" type="radio"/> Select this row	2016	1098-T Form
<input type="radio"/> Select this row	2016	1098-T Transaction Detail

At the bottom right of the main content area, there are two buttons: "Back to main 1098-T tax information page" and "VIEW".

A browser warning dialog is overlaid on the page. The dialog title is "Warning" and the message is "This site is trying to open a new window". There are two buttons: "Allow" (circled in red) and "Block".

7. From here you can print or download the form

CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Regents of the Univ of Colo Bursar Office, 43 UCB Boulder CO 80309-0043 Regents of the Univ of Colo 303/492-5381		1 Payments received for qualified tuition and related expenses \$ _____ 2	OMB No. 1545-1574 <div style="font-size: 2em; font-weight: bold; text-align: center;">2018</div> Form 1098-T	Tuition Statement
FILER'S employer identification no. 846000555	STUDENT'S TIN _____	3 If this box is checked, your educational institution changed its reporting method for 2018 <input checked="" type="checkbox"/>		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.
STUDENT'S name _____		4 Adjustments made for a prior year \$ _____	5 Scholarships or grants \$ _____	
Street address (including apt. no.) _____		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"/>	
City or town, state or province, country, and ZIP or foreign postal code _____		8 Check if at least half-time student <input checked="" type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	
Service Provider/Acct. No. (see instr.) _____	10 Ins. contract reimb./refund \$ _____			

Form **1098-T** (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

8. If you select **Transaction Detail**, you can view a breakdown of payments received for qualified tuition and expenses; prior year adjustments; grants and scholarships; and prior year grant adjustments.

Account Services > 1098T Tax Form

Payments Received for Qualified Tuition and Expenses (box #1)

DESCRIPTION	INSTITUTION	TERM	DATE POSTED	AMOUNT
				\$0.00
TOTAL				\$0.00

Prior Year Adjustments(box #4)

DESCRIPTION	INSTITUTION	TERM	DATE POSTED	AMOUNT
				\$0.00
TOTAL				\$0.00

Grants and Scholarships (box #5)

DESCRIPTION	INSTITUTION	TERM	DATE POSTED	AMOUNT
				\$0.00
TOTAL				\$0.00

Prior Year Grant Adjustments(box #6)

DESCRIPTION	INSTITUTION	TERM	DATE POSTED	AMOUNT
				\$0.00
TOTAL				\$0.00

[Print Details](#)