

## HOW TO OBTAIN YOUR IRS 1098-T via myLSUS

By January 31st of each calendar year, LSUS delivers an IRS 1098-T Form to all credit students enrolled during the prior tax year. The 1098-T provides information for tax benefits that may be available to those who are paying the student's educational costs.

This IRS form is informational only. It serves to alert students that they may be eligible for federal income tax education credits. It should not be considered as tax opinion or advice. There is no IRS requirement that you must claim the tuition and fees deduction or education credit. Claiming education tax benefits is a voluntary decision for those who may qualify. It is up to each taxpayer to determine eligibility for the credits and how to calculate them. Please refer any questions on how to calculate education tax credits to your accountant and/or financial advisor.

### ACCESSING 1098-T INFORMATION

The screenshot displays the myLSUS website interface. At the top is the myLSUS logo. Below it are three main access sections:

- Public Access (No Password Required)**: Includes links for Course Schedules, GPA Calculator, Course Descriptions, Admissions, Academic Calendar, Tuition and Fees, Student College Application, Pilot Transfer Tables, and Return to LSUS Home.
- Student Access (Password Required)**: Features a Student ID field, a PIN field, and Logon/Help buttons.
- Faculty/Staff Access (Password Required)**: Features a Logon ID field with the instruction "Log on with your network ID.", a Password field, and Logon/Help buttons.

At the bottom left, there is a **Mobile Access** section with links for Mobile Web Site and About Mobile Web Site. A red notice at the bottom center states: "Please note that myLSUS is unavailable from 11:30pm CST until 12:30am CST each day."

1. Login MyLSUS:
2. Select My Financials
3. Select 1098-T from the dropdown menu
4. To view select "1098-T Information"
5. Select appropriate year in the dropdown menu. Click "Select Year"
6. Click "Print 1098-T Form"

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## **UNDERSTANDING 1098-T INFORMATION**

- Box 1, Amounts Billed for Qualified Tuition and Related Expenses (QTRE), reports total payments received for qualified tuition and related expenses.
- Box 4, Adjustments Made for a Prior Year, is the amount of qualified tuition and related expenses billed to a student's account for a prior tax year including any net decreases for a prior tax year.
- Box 5, Scholarships and Grants, is the amount of non-loan financial aid transmitted to the student's account for the current tax year including any net increases for a prior year.
- Box 6, Adjustments to Scholarships and Grants for a Prior Year, is the net decrease to non-loan financial aid transmitted to a student's account for a prior tax year.
- Box 7, "Check Box" for Amounts for an Academic Period Beginning in January through March 31, this box is marked if amounts selected for Box 1 are for an academic period beginning during the first three months of the next tax year.
- Box 8, "Check Box" if at Least a Half-Time Student (6 credits) in any enrollment period during the current tax year.

## **REQUESTING MORE INFORMATION**

- ❖ If you believe the reported calculation and/or any reported information is incorrect, please email [accounting\\_services@lsus.edu](mailto:accounting_services@lsus.edu) for more information. Make sure to include your student ID and specify what you feel is incorrect.
- ❖ If you require assistance to access myLSUS student account login information, contact IT Services (318) 797-5221. If you have your student id number, on myLSUS click Help to reset PIN.

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- ❖ Students with *School Assigned Social Security Numbers* will receive the email communication below various times throughout the semester. It is important to know if you are required to provide a TIN or SSN.

### **Subject: Request for Individual Taxpayer Identification Number**

*According to our records as of the date of this notice, you have not provided your correct Taxpayer Identification Number (TIN) required by federal law to be reported on Form 1098-T. Your TIN can be your Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). If you are not eligible to obtain an SSN, you must obtain from the Internal Revenue Service (IRS) an ITIN and provide that number to us.*

*Please submit your SSN/TIN by logging on to your myLSUS account, clicking the Records tab, selecting Forms and clicking on the Correction or Change of SSN link.*

*Please note:*

- \* Failure to furnish a correct SSN/ITIN may result in the IRS assessing you a \$50 penalty.*
- \* SSN/ITIN information from other countries are not used in this process. We are only requesting valid US SSN/ITIN information.*
- \* Updates for this information should not be e-mailed and will NOT be accepted by phone.*
- \* Receipt of this e-mail does not necessarily mean you qualify for educational tax credits. As LSUS cannot provide tax guidance to individuals, you should consult a personal tax advisor to determine if you qualify.*

*Below is the information as it pertains to International students:*

- \* F-1 students who have secured on campus employment or working off-campus with OPT/CPT are eligible for an SSN and must provide the number to the Records Office.*
- \* F-1 students or students in other non-immigrant visa categories who need to file a tax return because of taxable income (like some scholarships, grants, etc.) but are not eligible for an SSN will need to apply for an ITIN. You do not need an SSN or ITIN if you will only file Form 8843.*
- \* **Foreign students living in their home country are exempt from this SSN/ITIN process.***

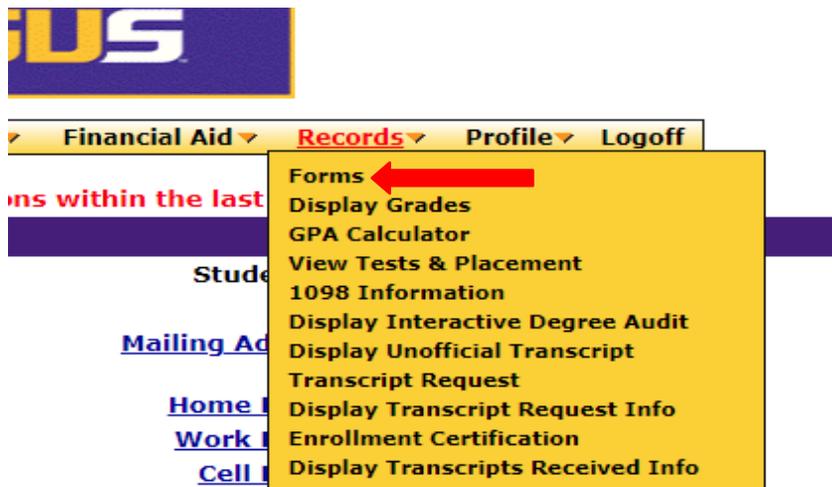
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## HOW TO UPDATE OR CHANGE SSN ON MYLSUS

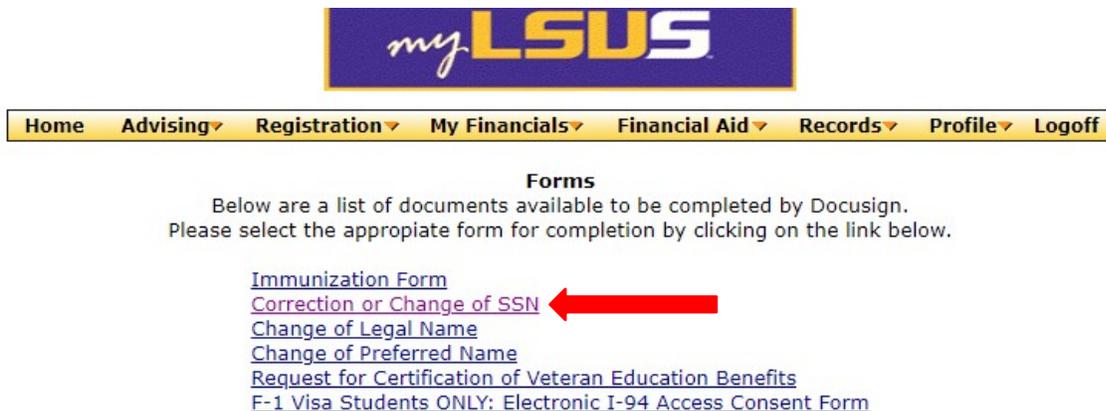
1. Login to myLSUS and Select Records tab



2. Select Forms



3. Select Correction or Change SSN



4. Enter your name and email address

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**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

**Student**

Your Name: \*  
Full Name

Your Email: \*  
Email Address

**BEGIN SIGNING**

5. Complete requested information and upload a copy of your Social Security card

Select the attachment field to add a document

**FINISH** **FINISH LATER** **OTHER ACTIONS** ▾

DocuSign Envelope ID: 5C4FA9308-2170-4A4D-8E30-3D60234D1033

**START** **LSUS** | **Records**

318.797.5061  
(Fax) 318.797.5286  
One University Place  
Shreveport, LA 71115-2399  
registrar@lsus.edu

**Correction or Change of SSN Form**

First Name	<input type="text"/>	Last Name	<input type="text"/>
LSUS Student ID #	<input type="text"/>	Date of Birth	<input type="text"/>
Email Address	<input type="text"/>		
Phone Number	<input type="text"/>		

**Please change my SSN as follows:**

SSN:

A change of your SSN requires supporting documentation supporting the change. Please submit a copy of your SS Card. If you have any questions, please contact the Admissions and Records Office.

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6. Sign the form and hit "FINISH"

START

Please change my SSN as follows:

SSN: 123456789

A change of your SSN requires supporting documentation supporting the change. Please submit a copy of your SS Card. If you have any questions, please contact the Admissions and Records Office.

Student's Signature	Sign ↓	Date 10/13/2021
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Records Use Only:		Date
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www.lsus.edu

Correction or Change of SSN.docx 1 of 1

FINISH

*\*Please allow 1-2 business days to update\**

***\* If you have not already done so, you may wish to receive future 1098T information only electronically instead of through the mail. By eliminating hard copies of this paper tax document and providing an electronic copy through the web, the risk of identity theft associated with postal delivery is reduced. To change your delivery preference, click the 1098T Delivery Preference link from the My Financials menu.***