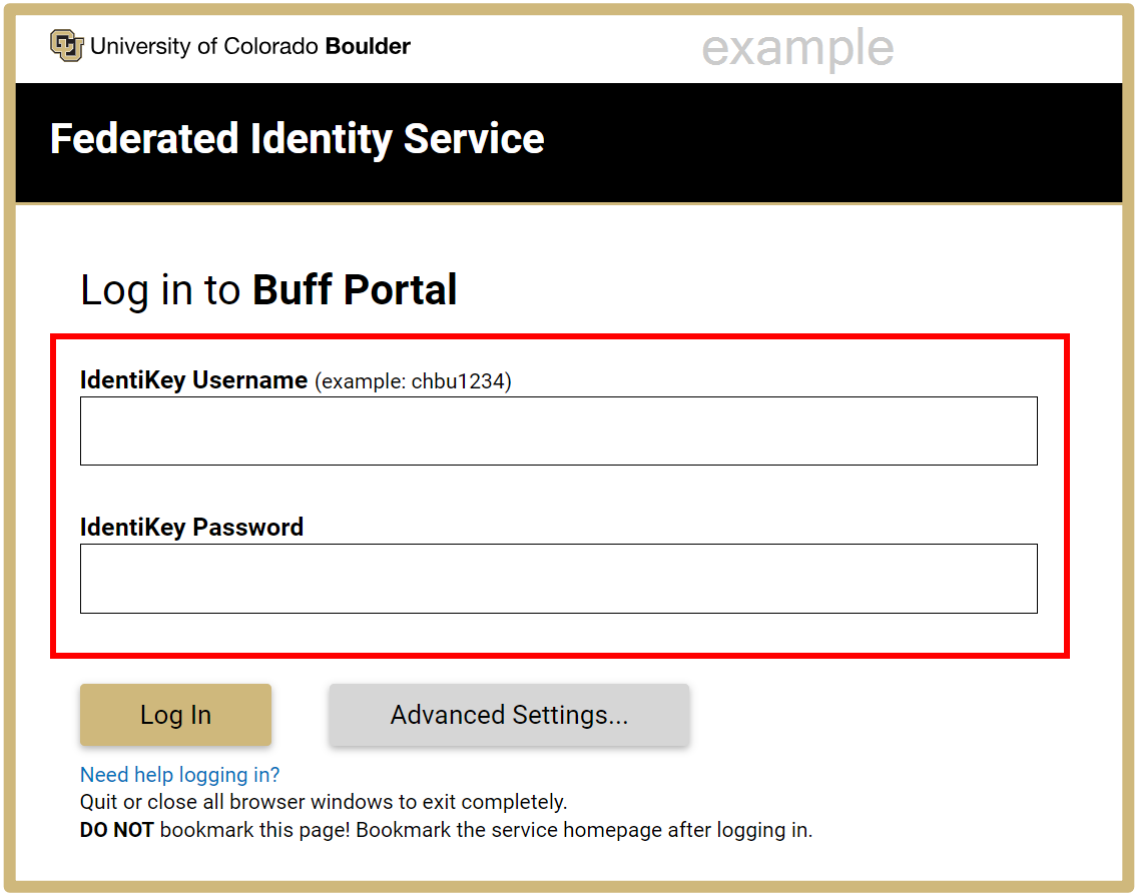
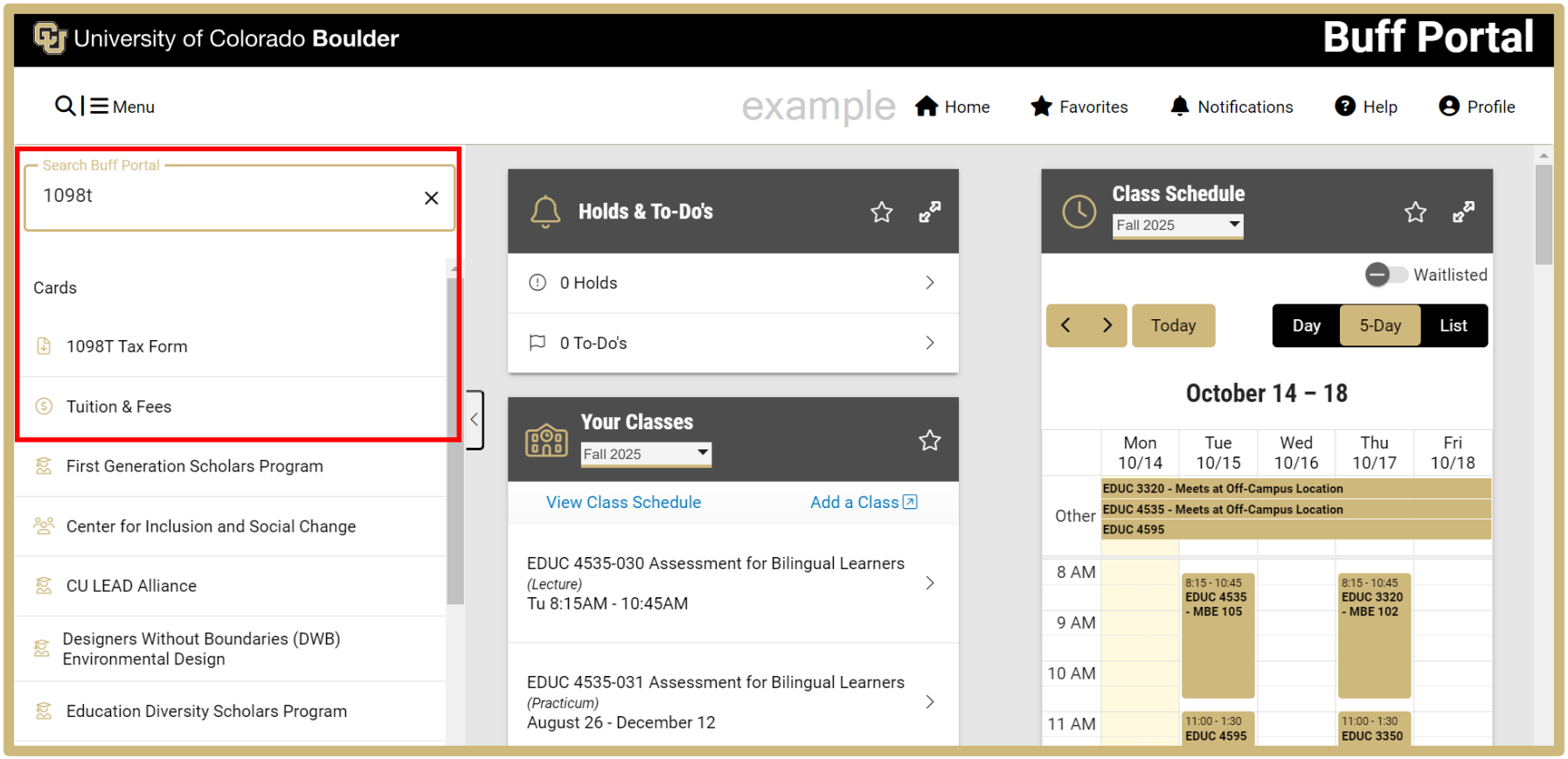
Students: How to view and download the 1098-T form

- This procedure is for students.
- Authorized payers can access and download the 1098-T tax form by having their student(s) Set up CU Guest Access for them, and then guests must activate their access. More instructions are available at CU Guest Access.
- 1098-T tax forms are only online. No forms are mailed.
- For more information, see Tax Benefits for Education on the Bursar's Office website.

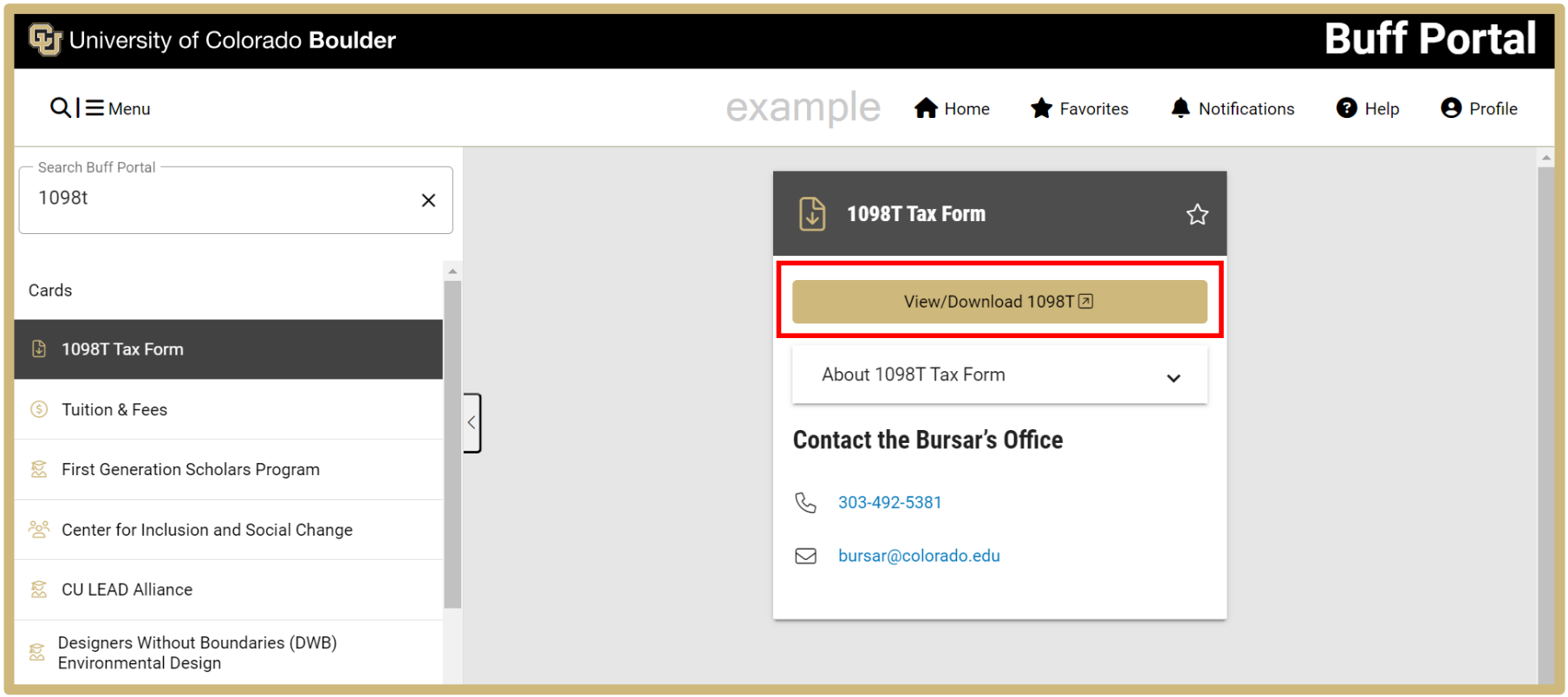
Step 1: Students log in to Buff Portal (buffportal.colorado.edu).



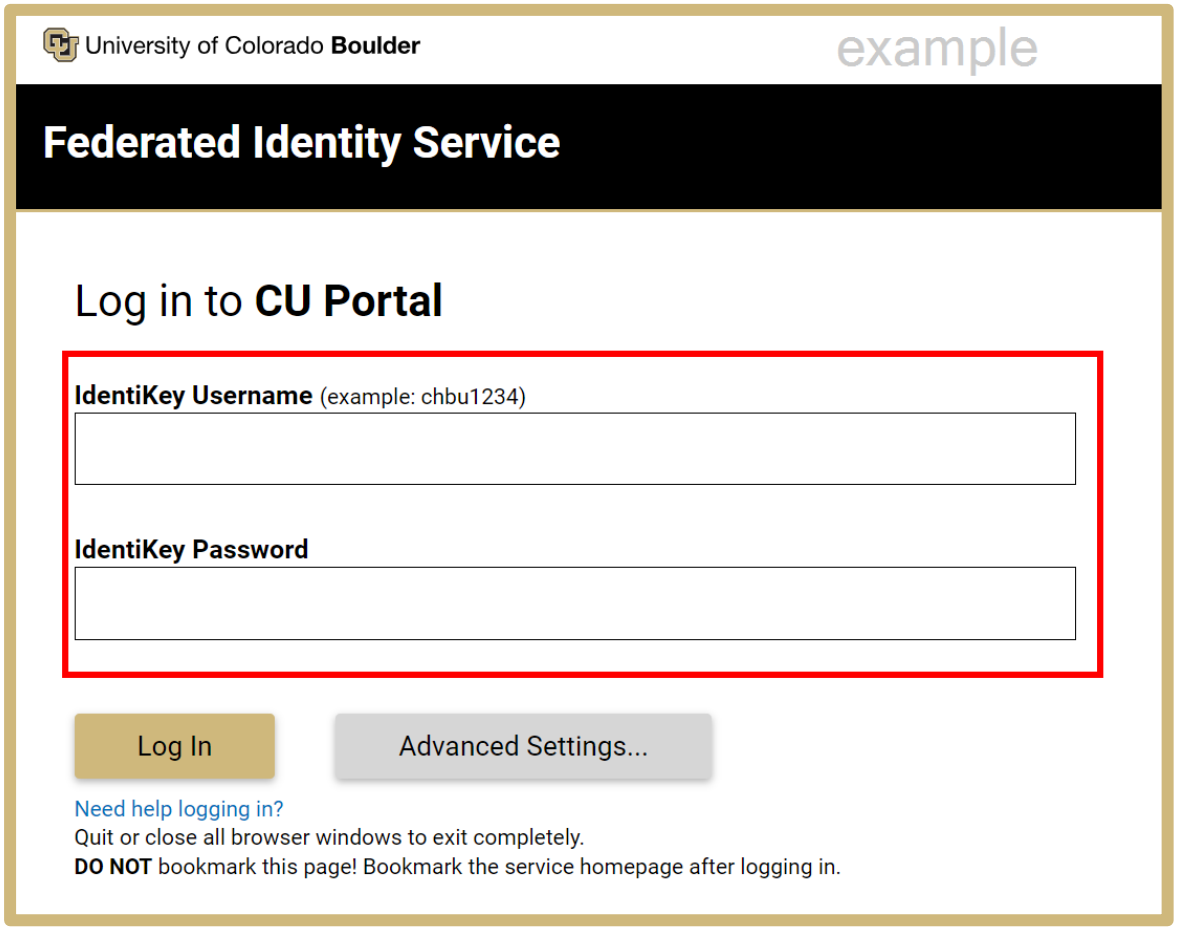
Step 2: Enter “1098t” in the “Search Buff Portal” field on the left and click **1098T Tax Form** to open the card.



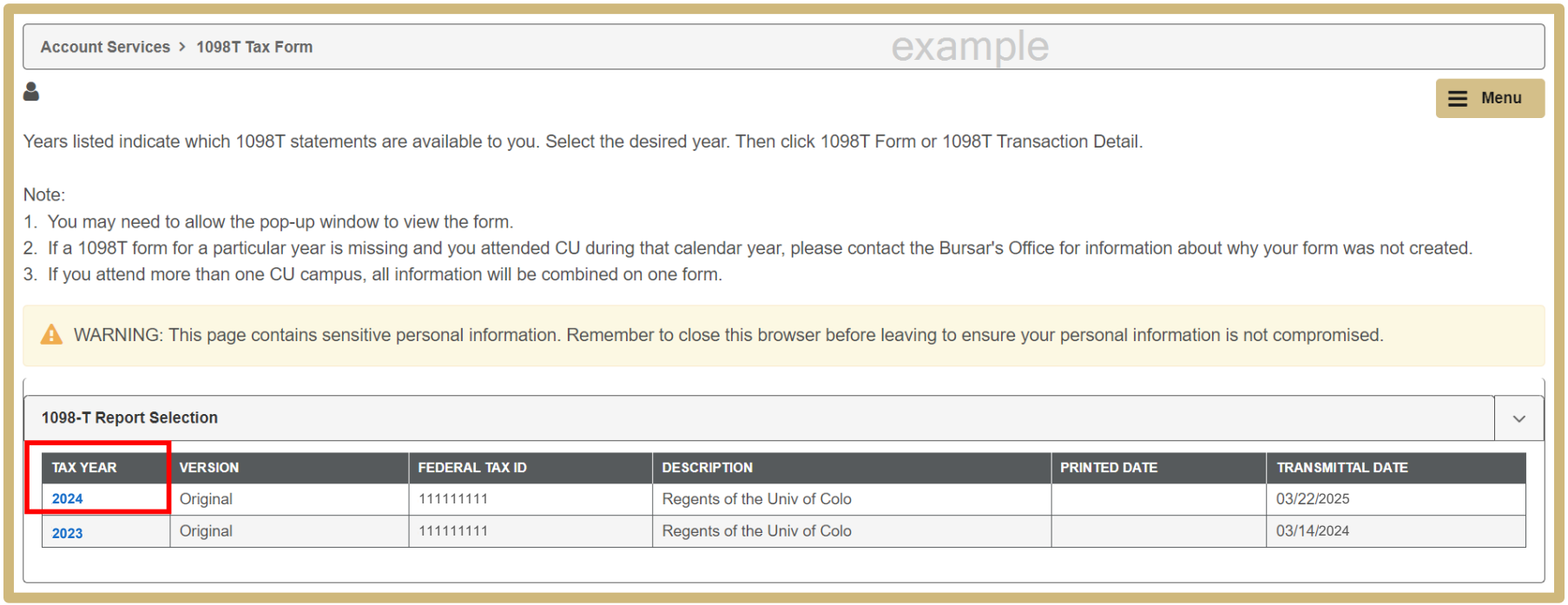
Step 3: Click **View/Download 1098T.**



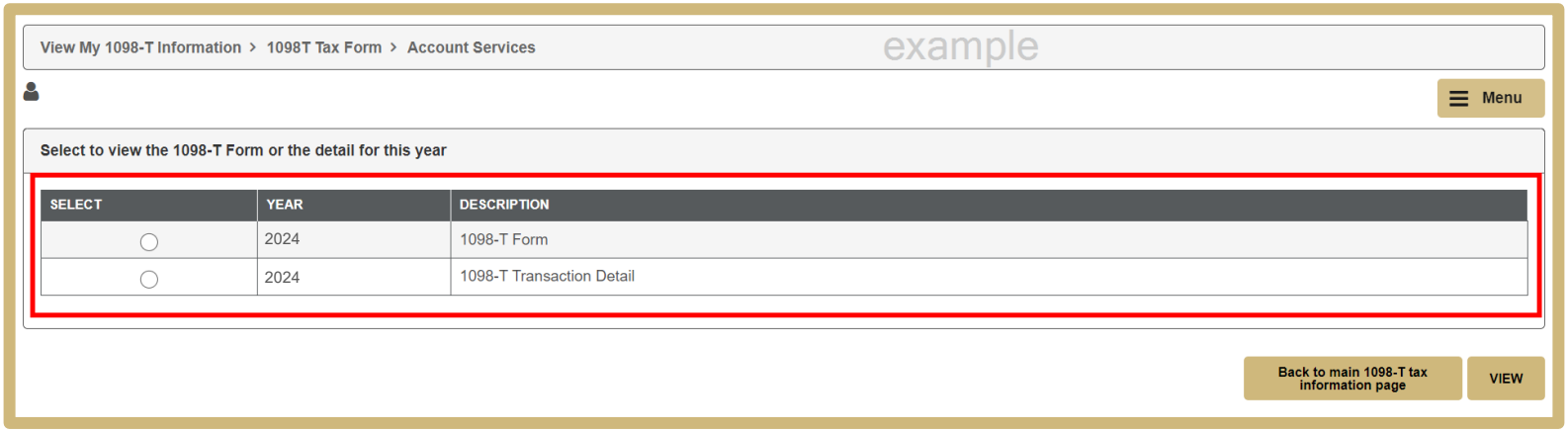
Step 4: Log in to CU Portal.



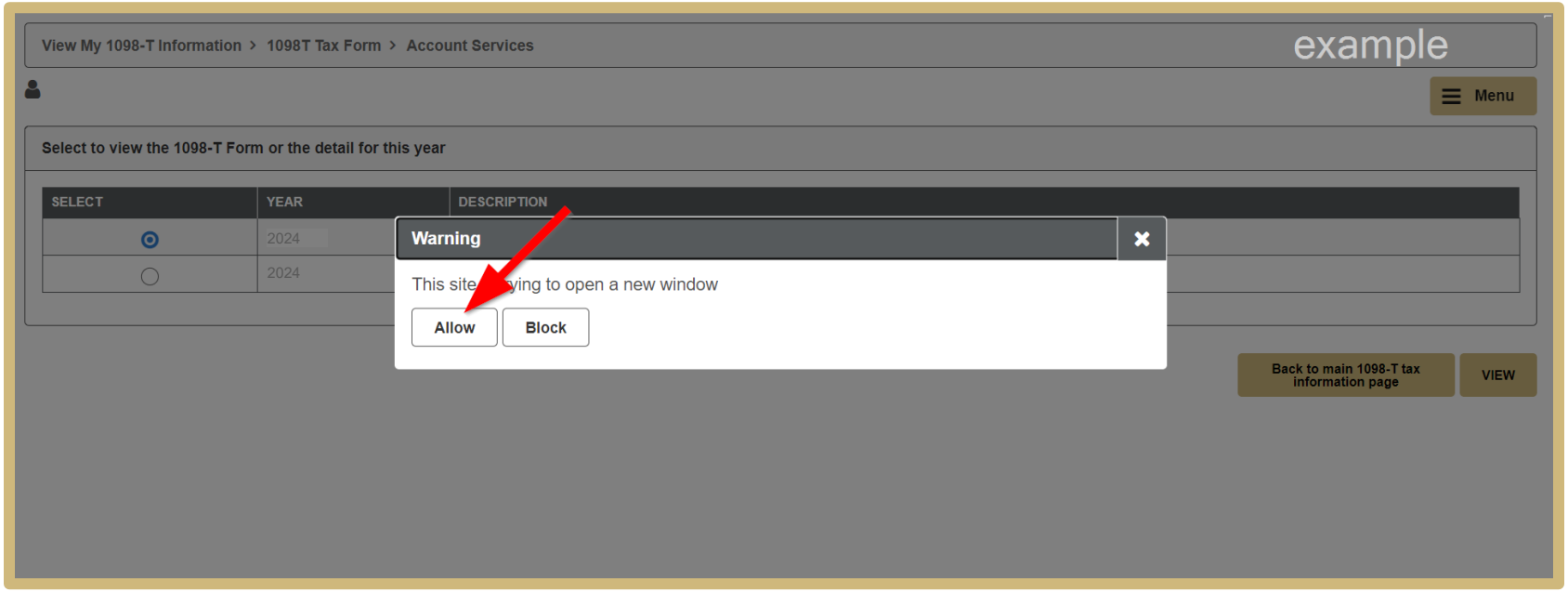
Step 5: Select the year of the form you want to view and/or download.



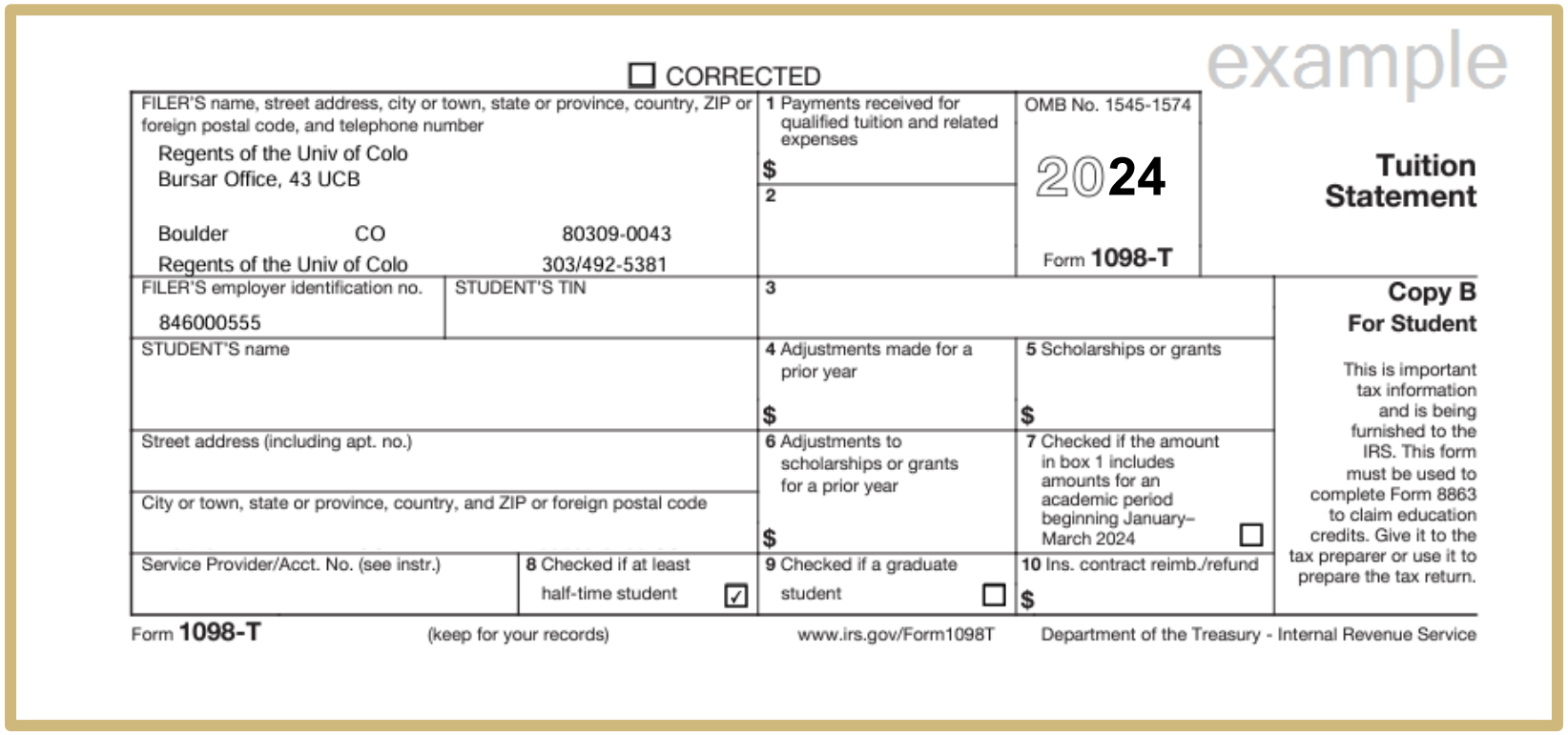
Step 6: Select **1098-T Form** (to download the form) or Transaction Detail (for detailed information) and click **View**.



Step 7: Click **Allow**.



Step 8: From here you can print or download the form.



☐ CORRECTED

example

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	OMB No. 1545-1574	
Regents of the Univ of Colo Bursar Office, 43 UCB Boulder CO 80309-0043 Regents of the Univ of Colo 303/492-5381	$ 2	2024 Form 1098-T	**Tuition Statement**

FILER'S employer identification no.	STUDENT'S TIN	3	**Copy B For Student**
846000555			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.

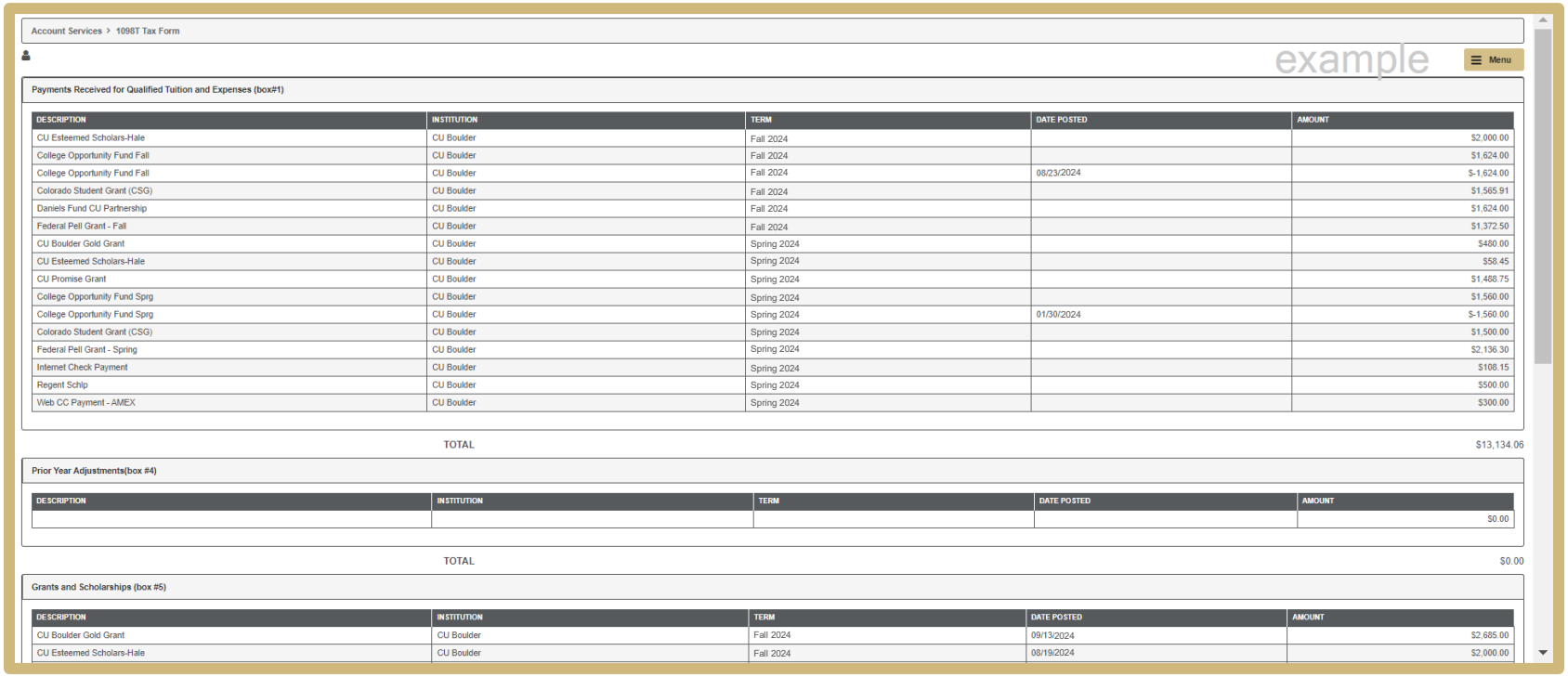
STUDENT'S name	4 Adjustments made for a prior year	5 Scholarships or grants
	$	$

Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code	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 2024 ☐
	$	

Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student ☑	9 Checked if a graduate student ☐	10 Ins. contract reimb./refund
			$

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

Step 9: 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

example

Menu

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

DESCRIPTION	INSTITUTION	TERM	DATE POSTED	AMOUNT
CU Esteemed Scholars-Hale	CU Boulder	Fall 2024		$2,000.00
College Opportunity Fund Fall	CU Boulder	Fall 2024		$1,624.00
College Opportunity Fund Fall	CU Boulder	Fall 2024	08/23/2024	$-1,624.00
Colorado Student Grant (CSG)	CU Boulder	Fall 2024		$1,565.91
Daniels Fund CU Partnership	CU Boulder	Fall 2024		$1,624.00
Federal Pell Grant - Fall	CU Boulder	Fall 2024		$1,372.50
CU Boulder Gold Grant	CU Boulder	Spring 2024		$480.00
CU Esteemed Scholars-Hale	CU Boulder	Spring 2024		$58.45
CU Promise Grant	CU Boulder	Spring 2024		$1,488.75
College Opportunity Fund Sprg	CU Boulder	Spring 2024		$1,560.00
College Opportunity Fund Sprg	CU Boulder	Spring 2024	01/30/2024	$-1,560.00
Colorado Student Grant (CSG)	CU Boulder	Spring 2024		$1,500.00
Federal Pell Grant - Spring	CU Boulder	Spring 2024		$2,136.30
Internet Check Payment	CU Boulder	Spring 2024		$108.15
Regent Schlp	CU Boulder	Spring 2024		$500.00
Web CC Payment - AMEX	CU Boulder	Spring 2024		$300.00

TOTAL $13,134.06

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
CU Boulder Gold Grant	CU Boulder	Fall 2024	09/13/2024	$2,685.00
CU Esteemed Scholars-Hale	CU Boulder	Fall 2024	08/19/2024	$2,000.00