


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

- This procedure is for students.
- 1098-T tax forms are available in Buff Portal by Jan. 31.
- Forms are only online. No forms are mailed. Students can download the form and provide it to parents or others helping pay the bill and taking advantage of tax benefits.
- For more information, see [Tax Benefits for Education](#) on the Bursar's Office website.



Step 1: Students log in to [Buff Portal](https://buffportal.colorado.edu) (buffportal.colorado.edu).

 University of Colorado **Boulder**example

**Federated Identity Service**

**Log in to Buff Portal**

**IdentiKey Username** (example: chbu1234)


**IdentiKey Password**

Log In



Advanced Settings...






[Need help logging in?](#)  
Quit or close all browser windows to exit completely.  
**DO NOT** bookmark this page! Bookmark the service homepage after logging in.

Step 2: Search for "1098t" in the Buff Portal search bar and then click **1098T Tax Form** to open the card.

 University of Colorado **Boulder**

**Buff Portal**

  Menu


example  Home  Favorites  Notifications  Help  Profile


Search Buff Portal


1098t


×


Cards


 1098T Tax Form


 Tuition & Fees




 First Generation Scholars Program


 Center for Inclusion and Social Change


 CU LEAD Alliance



 Designers Without Boundaries (DWB) Environmental Design

 Education Diversity Scholars Program

 **Holds & To-Do's**  

 0 Holds >

 0 To-Do's >




 **Your Classes** 

Fall 2024


[View Class Schedule](#) [Add a Class](#)

EDUC 4535-030 Assessment for Bilingual Learners  
(Lecture)  
Tu 8:15AM - 10:45AM >

EDUC 4535-031 Assessment for Bilingual Learners  
(Practicum)  
August 26 - December 12 >

 **Class Schedule**  

Fall 2024

 Waitlisted

< > Today Day 5-Day List

**October 14 - 18**

	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18
Other	EDUC 3320 - Meets at Off-Campus Location				
	EDUC 4535 - Meets at Off-Campus Location				
	EDUC 4595				
8 AM		8:15 - 10:45 EDUC 4535 - MBE 105		8:15 - 10:45 EDUC 3320 - MBE 102	
9 AM					
10 AM					
11 AM		11:00 - 1:30 EDUC 4595		11:00 - 1:30 EDUC 3350	


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

The screenshot displays the University of Colorado Boulder Buff Portal interface. At the top, the header includes the university logo and name on the left, and the 'Buff Portal' title on the right. Below the header, a navigation bar contains a search icon, a menu icon, and the word 'example'. To the right of this are links for Home, Favorites, Notifications, Help, and Profile. On the left side, there is a search bar with '1098t' entered and a 'Cards' section listing various services. The '1098T Tax Form' card is selected and highlighted. This card features a document icon, the title '1098T Tax Form', and a star icon. A red rectangle highlights the 'View/Download 1098T' button, which includes an external link icon. Below this button is a dropdown menu for 'About 1098T Tax Form'. At the bottom of the card, there is a section titled 'Contact the Bursar's Office' with contact information: a phone number (303-492-5381) and an email address (bursar@colorado.edu).

## Step 4: Select the year of the form you want to view and/or download.

Account Services > 1098T Tax Form

example



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. You may need to allow the pop-up window to view the form.
2. 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.
3. 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

TAX YEAR	VERSION	FEDERAL TAX ID	DESCRIPTION	PRINTED DATE	TRANSMITTAL DATE
2023	Original	846000555	Regents of the Univ of Colo		03/22/2024
2022	Original	846000555	Regents of the Univ of Colo		03/14/2023

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

View My 1098-T Information > 1098T Tax Form > Account Services

example

Menu

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

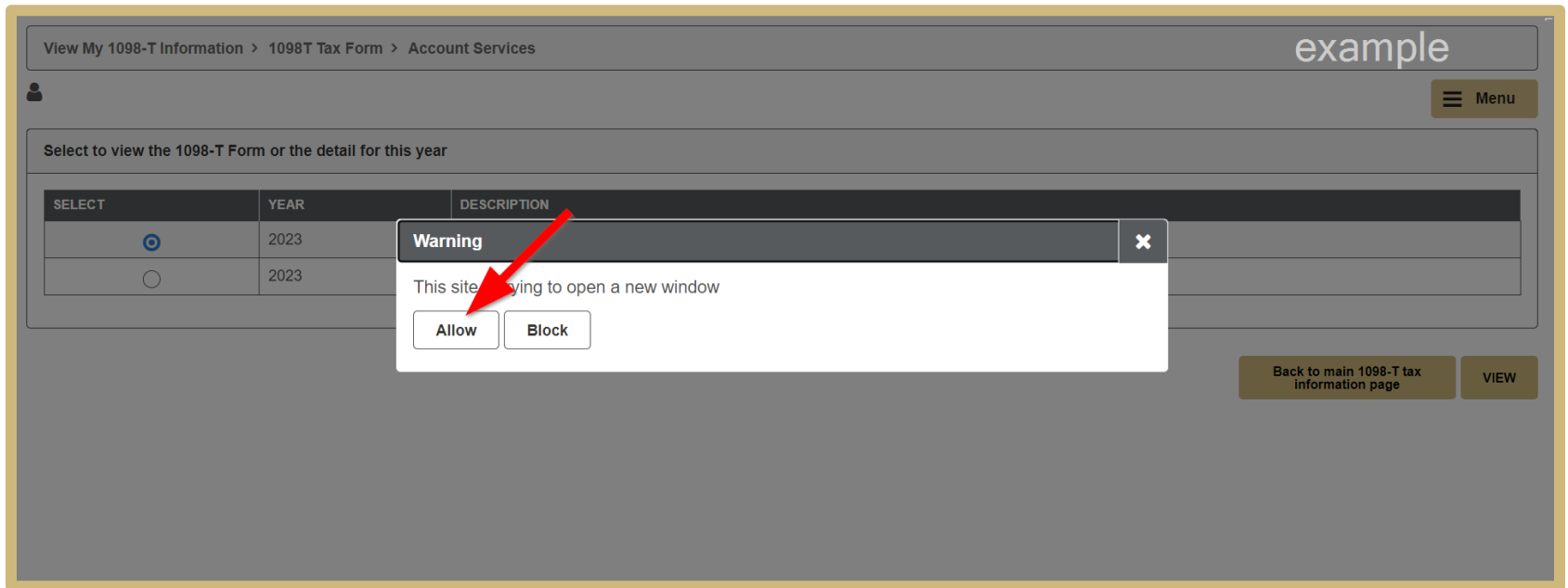
SELECT	YEAR	DESCRIPTION
<input type="radio"/>	2023	1098-T Form
<input type="radio"/>	2023	1098-T Transaction Detail

Back to main 1098-T tax information page

VIEW



Step 6: You may need to allow pop-ups in your browser. If so, click **Allow**.



Step 7: From here you can print or download the form. If someone else is helping pay the bill and is eligible for education tax incentives, please provide the form to them.

example

☐ 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		<b>1</b> Payments received for qualified tuition and related expenses \$ <b>2</b>	OMB No. 1545-1574  <div style="font-size: 2em; font-weight: bold;">2023</div>  Form <b>1098-T</b>	<b>Tuition Statement</b>  <b>Copy B For Student</b>  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. 846000555	STUDENT'S TIN	<b>3</b>		
STUDENT'S name		<b>4</b> Adjustments made for a prior year \$	<b>5</b> Scholarships or grants \$	
Street address (including apt. no.)		<b>6</b> Adjustments to scholarships or grants for a prior year \$	<b>7</b> Checked if the amount in box 1 includes amounts for an academic period beginning January–March 2024 <input type="checkbox"/>	
City or town, state or province, country, and ZIP or foreign postal code				
Service Provider/Acct. No. (see instr.)	<b>8</b> Checked if at least half-time student <input checked="" type="checkbox"/>	<b>9</b> Checked if a graduate student <input type="checkbox"/>	<b>10</b> Ins. contract reimb./refund \$	

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





Step 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. Visit [1098-T Boxes Explained and FAQs](#) for more information.

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 2023		\$2,000.00
College Opportunity Fund Fall	CU Boulder	Fall 2023		\$1,624.00
College Opportunity Fund Fall	CU Boulder	Fall 2023	08/23/2023	\$-1,624.00
Colorado Student Grant (CSG)	CU Boulder	Fall 2023		\$1,565.91
Daniels Fund CU Partnership	CU Boulder	Fall 2023		\$1,624.00
Federal Pell Grant - Fall	CU Boulder	Fall 2023		\$1,372.50
CU Boulder Gold Grant	CU Boulder	Spring 2023		\$480.00
CU Esteemed Scholars-Hale	CU Boulder	Spring 2023		\$58.45
CU Promise Grant	CU Boulder	Spring 2023		\$1,488.75
College Opportunity Fund Sprg	CU Boulder	Spring 2023		\$1,560.00
College Opportunity Fund Sprg	CU Boulder	Spring 2023	01/30/2023	\$-1,560.00
Colorado Student Grant (CSG)	CU Boulder	Spring 2023		\$1,500.00
Federal Pell Grant - Spring	CU Boulder	Spring 2023		\$2,136.30
Internet Check Payment	CU Boulder	Spring 2023		\$108.15
Regent Schip	CU Boulder	Spring 2023		\$500.00
Web CC Payment - AMEX	CU Boulder	Spring 2023		\$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 2023	09/13/2023	\$2,685.00
CU Esteemed Scholars-Hale	CU Boulder	Fall 2023	08/19/2023	\$2,000.00