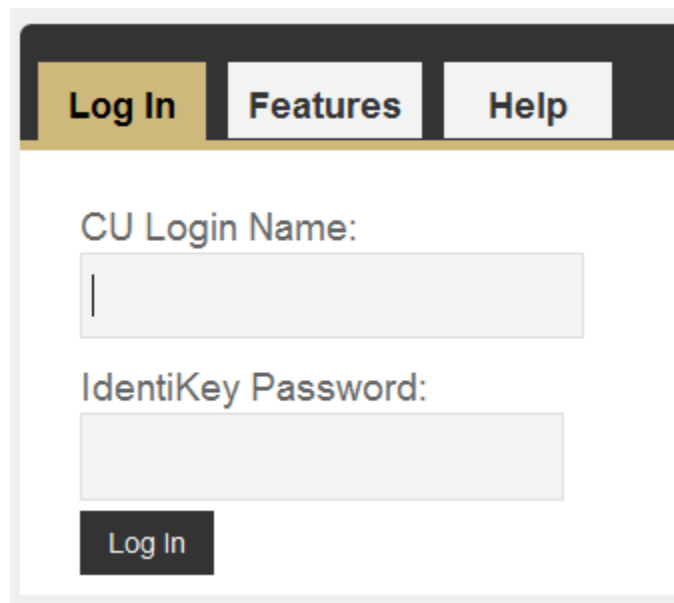


# How to view the 1098-T form and details in MyCUInfo

- CU Boulder cannot provide 1098-T forms directly to parents or others because of [federal privacy laws](#).
- If the student is claimed as a dependent on another person's tax return (such as a parent), the student can download the form and give the 1098-T tax form directly to that person.
- 1098-T forms are only online. No forms are mailed.
- For more information about tax incentives, see [Tax Benefits for Education](#).

Step 1: Students log in to [MyCUInfo](#). This task can only be completed by students.



The screenshot shows a login interface with a dark header bar containing three buttons: "Log In" (highlighted in gold), "Features", and "Help". Below the header, there are two input fields: "CU Login Name:" and "IdentiKey Password:". A "Log In" button is located at the bottom of the form.

Step 2: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **1098T Form: View and Print Your Tax Form**.

The screenshot shows the Bursar's Office website interface. At the top, there is a black navigation bar with the word "Student" highlighted in a red circle, followed by "CU Resources" and a gear icon. Below this is a secondary navigation bar with four tabs: "Academics / Schedule", "Billing Information" (highlighted in a red circle), "Financial Aid", and "Dates and Deadlines". The main content area is divided into two columns. The left column contains five dark grey buttons with white text: "View & Pay Accounts", "View Student Health Plan Selection", "Authorize Others to View and Pay Your Bill", "Direct Deposit of Tuition and Fee Refunds", and "View Payment Plans". The right column displays account balances: "Main Campus Balance: \$0.00" and "Continuing Ed Balance: \$0.00". Below these is a paragraph of text: "Check your bill or payment plan for specific details. If you complete transactions that impact the balance such as payment, health insurance selection, drop/add, etc., then the balance will update in 24 hours." Further down, it states "Spring 2018 payment plans are available now." and "Spring 2018 bills will be available by January 11." At the bottom of this section, it says "Payment is due February 5." To the right of this content is a box titled "HAVE A QUESTION?" with contact information for the Main Campus Bursar's Office (Phone 303-492-5381, Email bursar@colorado.edu, Online Main Campus Bursar's website) and the Continuing Ed Bursar's Office (Phone 303-492-2212, Email cebursar@colorado.edu, Online Continuing Ed Bursar's website). At the bottom of the page, there is a section titled "Other Billing Services" with a list of links: "College Opportunity Fund for In-State Undergraduates", "CU Money Sense: Student Financial Wellness Program", "1098T Form: View and Print Your Tax Form" (highlighted in a red circle), "Confirmation Deposit For Returning Students", and "Authorize Aid to Pay Other Charges".

### Step 3: Click the year you want to view.

Account Services > 1098T Tax Form example

**Menu**

Years listed indicate which 1098-T statements are available for you to access. Select the desired year. You will then be prompted to select "1098-T Form" or "1098-T Transaction Detail" (itemized account activity).

Note:

1. Universities have the option to report either payments received (Box 1) or amounts billed (Box 2). The University of Colorado (CU) reports Box 2; therefore Box 1 is blank for all students.
2. If you use a pop up blocker, you will have to disable it to display your 1098-T.
3. If there is no hyperlink for the tax year, a form is not available. If a form is not available and you attended CU during the calendar year, please contact the Bursar's Office for more 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.


**View 1098-T**

General

TAX YEAR	VERSION	FEDERAL TAX ID	INSTITUTION	REPORTING METHOD CHANGED	PRINTED DATE	TRANSMITTAL DATE	SSN	EMPL ID	FIRST NAME	MIDDLE NAME
<b>2016</b>	Original	846000555	Regents of the Univ of Colo	N						
2015	Original	846000555	Regents of the Univ of Colo	N						
2014	Original	846000555	Regents of the Univ of Colo	N						
2013	Original	846000555	Regents of the Univ of Colo	N						
2012	Original	846000555	Regents of the Univ of Colo	N						

Step 4: Select **1098-T Form** and click **View** to download or print the form. Or, [select transaction detail](#).

Account Services > 1098T Tax Form example

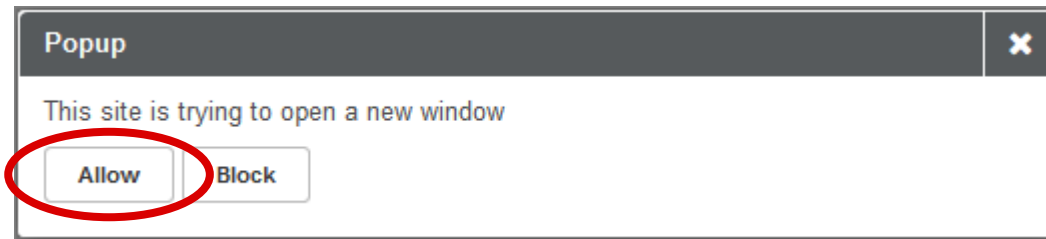
 Menu

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

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

[Back to main 1098-T tax information page](#) [VIEW](#)

Step 5: Click **Allow** if you get this message.



Step 6: Click the printer icon to print the form. Click the downward arrow icon to download the form. If the form does not open or does not print correctly, try a different browser. The form can be mailed to parents or others who may claim the student as a dependent, if applicable. No forms are mailed. This process is complete. For more information about tax incentives, visit [Tax Benefits for Education](#).

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		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574	<b>2016</b>	<b>Tuition Statement</b>
Boulder CO 80309-0043 Regents of the Univ of Colo 303/492-5381		2 Amounts billed for qualified tuition and related expenses \$	Form <b>1098-T</b>		
FILER'S federal identification no. 846000555	STUDENT'S taxpayer identification no.	3 If this box is checked, your educational institution has changed its reporting method for 2016 <input type="checkbox"/>		<b>Copy B For Student</b>  This is important tax information and is being furnished to the Internal Revenue Service. 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 or 2 includes amounts for an academic period beginning January – March 2017 <input type="checkbox"/>		
City or town, state or province, country, and ZIP or foreign postal code		9 Checked if a graduate student . . . . <input type="checkbox"/>	10 Ins. contract reimb./refund \$		
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input checked="" type="checkbox"/>	Form <b>1098-T</b> (keep for your records)		www.irs.gov/form1098t Department of the Treasury - Internal Revenue Service	

Step 7: Select and view **Transaction Detail** to view itemizations of:

- qualified billed tuition and related expenses (box #2)
- prior year adjustments (box #4)
- grants and scholarships (box #5)
- prior year grant adjustments (box #6)
- non-tuition and fees
- payments, loans and sponsors

Payments,Loans and Sponsors				example
DESCRIPTION	INSTITUTION	TERM	DATE POSTED	AMOUNT
Web Confirm Deposit Payment	CU Boulder	Fall 2016	09/13/2016	\$-200.00
College Opportunity Fund Sprg	CU Boulder	Spring 2016	01/02/2016	\$-1,200.00
Direct Unsubsidized Loan 1	CU Boulder	Spring 2016	01/06/2016	\$-3,216.00
Private Loan-EFT Citizens(S01)	CU Boulder	Spring 2016	01/06/2016	\$-3,750.00
Web CC Payment	CU Boulder	Spring 2016	03/07/2016	\$-29.46
College Opportunity Fund Sum	CU Boulder	Summer 2016	04/30/2016	\$-675.00
Direct Subsidized Loan 1-SU	CU Boulder	Summer 2016	05/03/2016	\$-990.00
Private Loan-EFT Citizns2(S01)	CU Boulder	Summer 2016	05/21/2016	\$-3,000.00
<b>TOTAL</b>				<b>\$-13,060.46</b>