

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

- This procedure is for students.
- Parents, family members and others can either:
 - ask their student to give them the form; or
 - they can ask their student to give them 1098T access within CU Guest Access. Visit [CU Guest Access](#) for instructions and more information.
- 1098-T tax forms are only online. No forms are mailed.
- For more information, see [Tax Info](#) on the Bursar's Office website.

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

example

Log in to **Buff Portal**

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Continue

Trouble signing in? [We can help.](#)

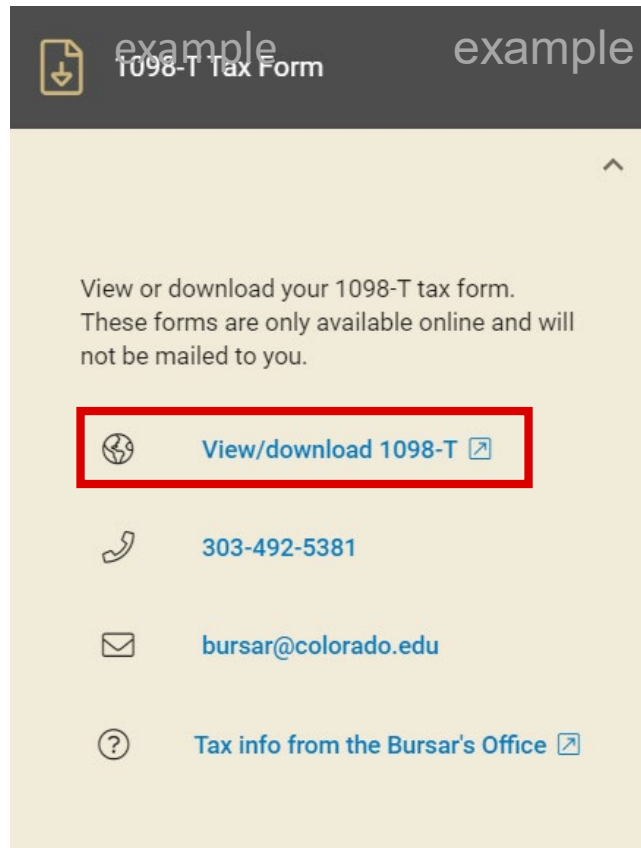
To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

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

The screenshot shows the University of Colorado Boulder Buff Portal interface. At the top left, the university logo and name are displayed. Below this, the text "Buff Portal" is prominently shown. On the right side of the header, the name "example" is visible. A search bar on the left contains the text "1098t" and is highlighted with a red border. Below the search bar, a list of search results is shown, with "1098-T Tax Form" and "Tuition & Fees" highlighted in dark grey. To the right of the search results, there are several informational cards: "COVID-19 Information" with a warning icon, "Campus Information", "Daily Health Requirement", "Promise to Protect Our Herd", and "Help". Below these is a "Your Classes" section for "Spring 2021" with options to "VIEW CLASS SCHEDULE" and "ADD A CLASS". A specific class listing is shown: "From Dirt to DNA: Phage Genomics Laboratory I (Lecture)" on "W 4:10PM - 5:00PM". On the far right, there are "Holds & To-Dos" sections showing "0 holds" and "0 to-dos", an "Enrollment Dates" section for "Spring 2021 Enrollment Date" from "Dec. 1, 2020 11:30AM" to "Jan. 10, 2021 11:59PM", and a "Grades & GPA" section with a "SHOW GPA" toggle.


Step 3: Click **View/download 1098-T**.



The screenshot shows a mobile application interface with a dark header bar. On the left, there is a yellow icon of a document with a downward arrow, followed by the text "1098-T Tax Form". On the right, the word "example" is displayed. Below the header, the main content area has a light beige background. It contains the text: "View or download your 1098-T tax form. These forms are only available online and will not be mailed to you." Below this text, there are four items listed vertically, each with an icon on the left and text on the right. The first item is "View/download 1098-T" with a globe icon and a link icon, and it is highlighted with a red rectangular border. The second item is "303-492-5381" with a telephone icon. The third item is "bursar@colorado.edu" with an envelope icon. The fourth item is "Tax info from the Bursar's Office" with a question mark icon and a link icon.

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


Account Services > 1098T Tax Formexample



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
2020	Original	846000555	Regents of the Univ of Colo	01/20/2021	01/22/2021

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

University of Colorado Boulder example [Back to Buff Portal](#)

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	2018	1098-T Form
<input type="radio"/> Select this row	2018	1098-T Transaction Detail

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

Step 6: Click **Allow** to download the form.

example

The screenshot shows the University of Colorado Boulder's 1098-T Tax Form portal. The page header includes the university logo and name, and a 'Back to Buff Portal' link. The breadcrumb trail is 'Account Services > 1098T Tax Form'. Below the header, there is a user profile icon and a selection prompt: 'Select to view the 1098-T Form or the detail for this year'. A table with three columns is displayed: 'SELECT THIS ROW', 'YEAR', and 'DESCRIPTION'. The first row is selected, showing '2020' and '1098-T Form'. A warning dialog box is overlaid on the table, with a red arrow pointing to the 'Allow' button. The dialog box contains the text 'Warning' and 'This site is trying to open a new window', with 'Allow' and 'Block' buttons. At the bottom right of the page, there are two buttons: 'Back to main 1098-T tax information page' and 'VIEW'.

SELECT THIS ROW	YEAR	DESCRIPTION
<input checked="" type="radio"/> Select this row	2020	1098-T Form
<input type="radio"/> Select this row		

Step 7: From here you can print the form. Visit [1098-T Boxes Explained and FAQs](#) for more information.

example

<input type="checkbox"/> CORRECTED		2018		Tuition Statement	
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 2018 Form 1098-T	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.	
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"/>	4 Adjustments made for a prior year \$		5 Scholarships or grants \$
STUDENT'S name		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"/>		
Street address (including apt. no.) _____ 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"/>		10 Ins. contract reimb./refund \$
Service Provider/Acct. No. (see instr.) _____					
Form 1098-T (keep for your records)		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.

University of Colorado Boulder Back to Buff Port

Account Services > 1098T Tax Form

example

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](#)