

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](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.

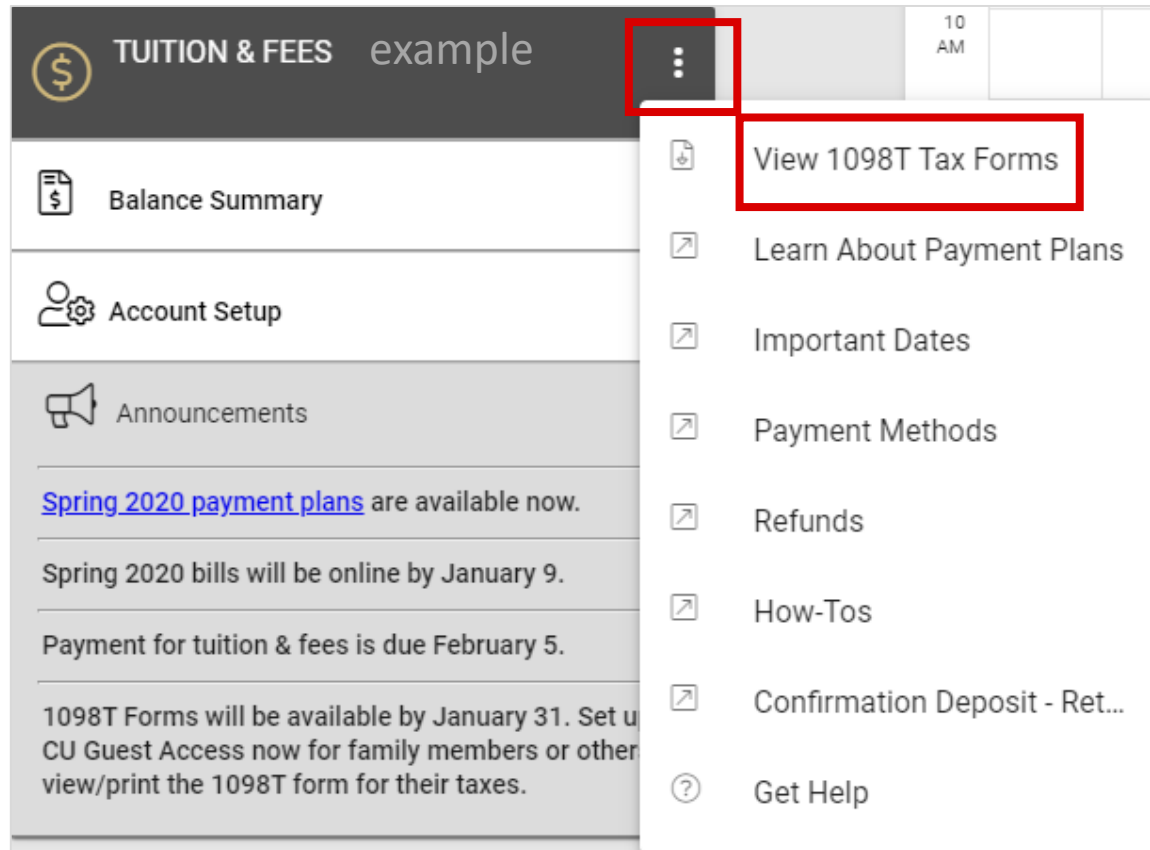
Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page.

The screenshot shows the Buff Portal interface for the University of Colorado Boulder. The page is titled "Buff Portal" and includes a navigation menu with "example" in the top right. The main content area is divided into three columns. The left column contains "HOLDS AND TO-DOS" and "TUITION & FEES". The middle column shows a "CLASS SCHEDULE" for Fall 2019. The right column features an "Academic Calendar" section with contact information for the Registrar's Office. The "TUITION & FEES" card is highlighted with a red border and contains the following information:

- TUITION & FEES**
- Balance Summary**
- Account Setup**
- Announcements**
- Spring 2020 payment plans are available now.
- Spring 2020 bills will be online by January 9.
- Payment for tuition & fees is due February 5.
- 1098T Forms will be available by January 31. Set up CU Guest Access now for family members or others to view/print the 1098T form for their taxes.

Step 3: Click on the card menu (the three vertical dots in the upper right corner) and then click **View 1098T Tax Forms**.



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

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

Account Services > 1098T Tax Form

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
2018	Original	846000555	Regents of the Univ of Colo		03/21/2019
2017	Original	846000555	Regents of the Univ of Colo		03/22/2018

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**.

University of Colorado Boulder example ✕ Back to Buff Portal

Account Services > 1098T Tax Form

Susie Jacobs

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

SELECT THIS ROW	YEAR	DESCRIPTION
<input checked="" type="radio"/> Select this row	2018	1098-T Form
<input type="radio"/> Select this row	2018	1098-T Transaction Detail

Warning ✕

This site is trying to open a new window

Step 7: From here you can print or download the form.

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		1 Payments received for qualified tuition and related expenses \$ 2	OMB No. 1545-1574 <div style="font-size: 2em; font-weight: bold; text-align: center;">2018</div> Form 1098-T	Tuition Statement
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"/>		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.
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 2019 <input type="checkbox"/>	
Service Provider/Acct. No. (see instr.)	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 \$	

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.

University of Colorado Boulder Back to Buff Port

Account Services > 1098T Tax Form

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](#)