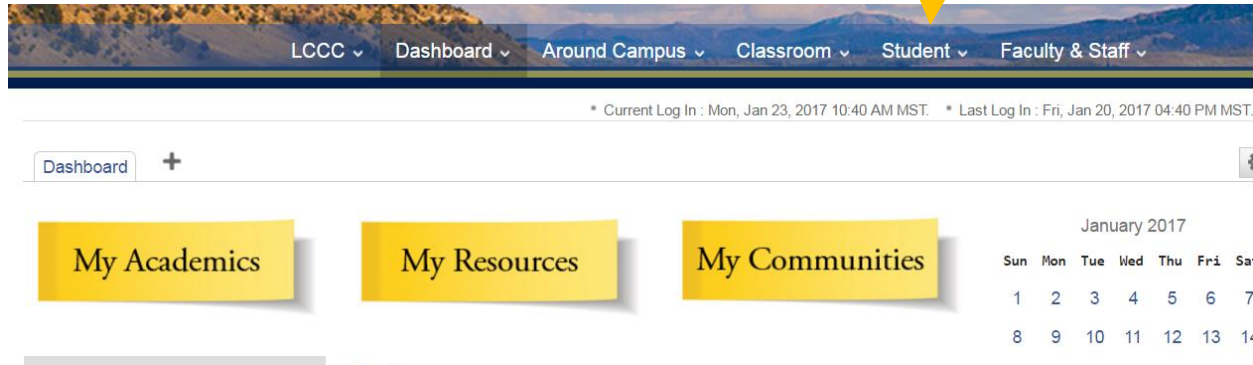
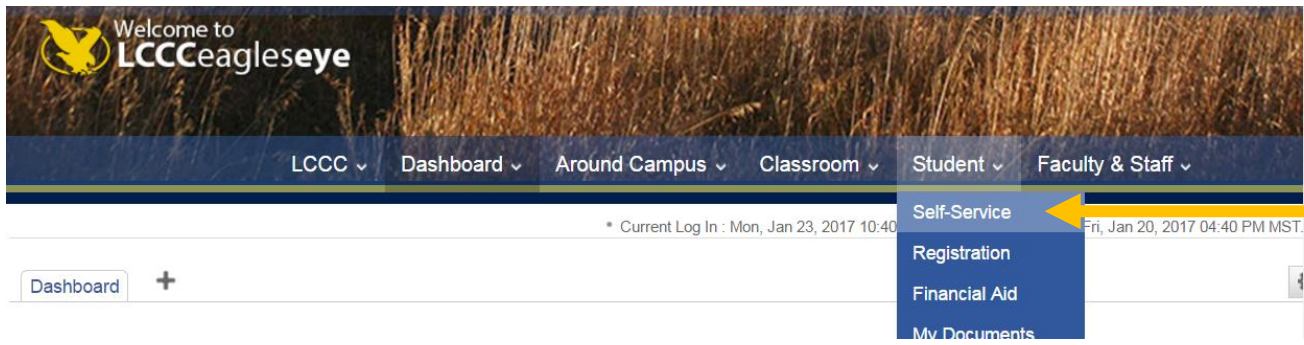


## How to Access the 1098-T | 1

- 1) Log in to EaglesEye
- 2) Hover over the Student Tab

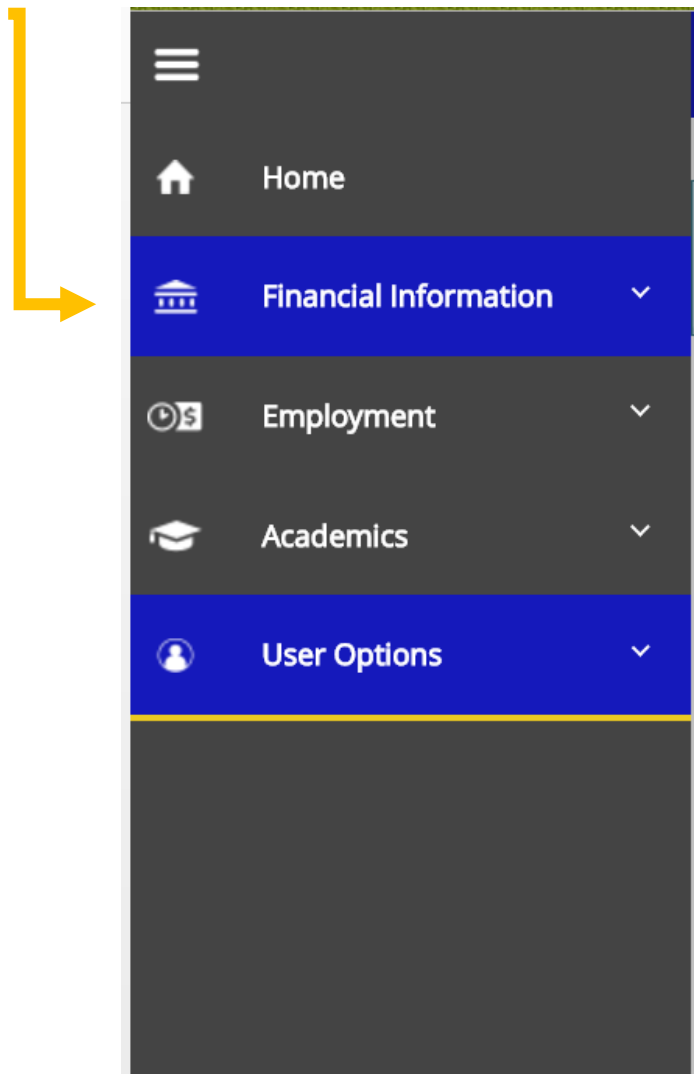


- 3) Select the Self-Service option

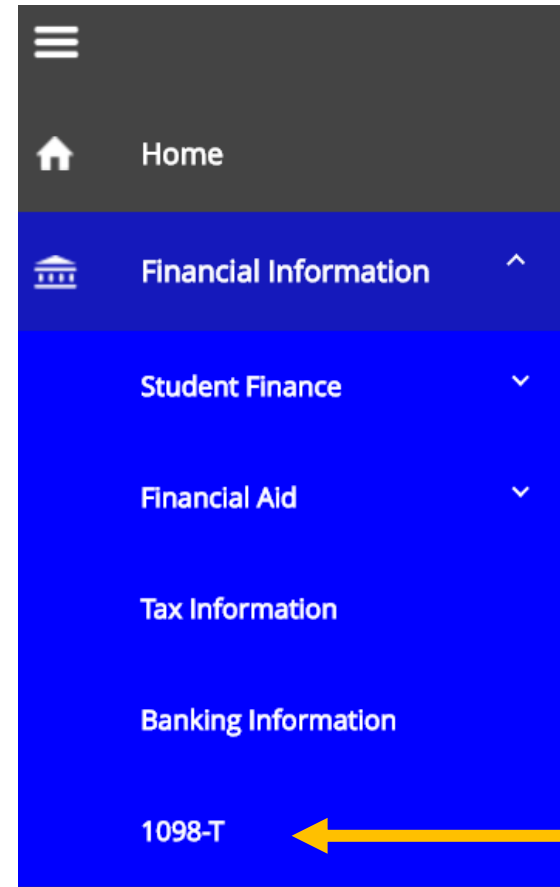


## How to Access the 1098-T | 2

4) Select the Financial Information icon

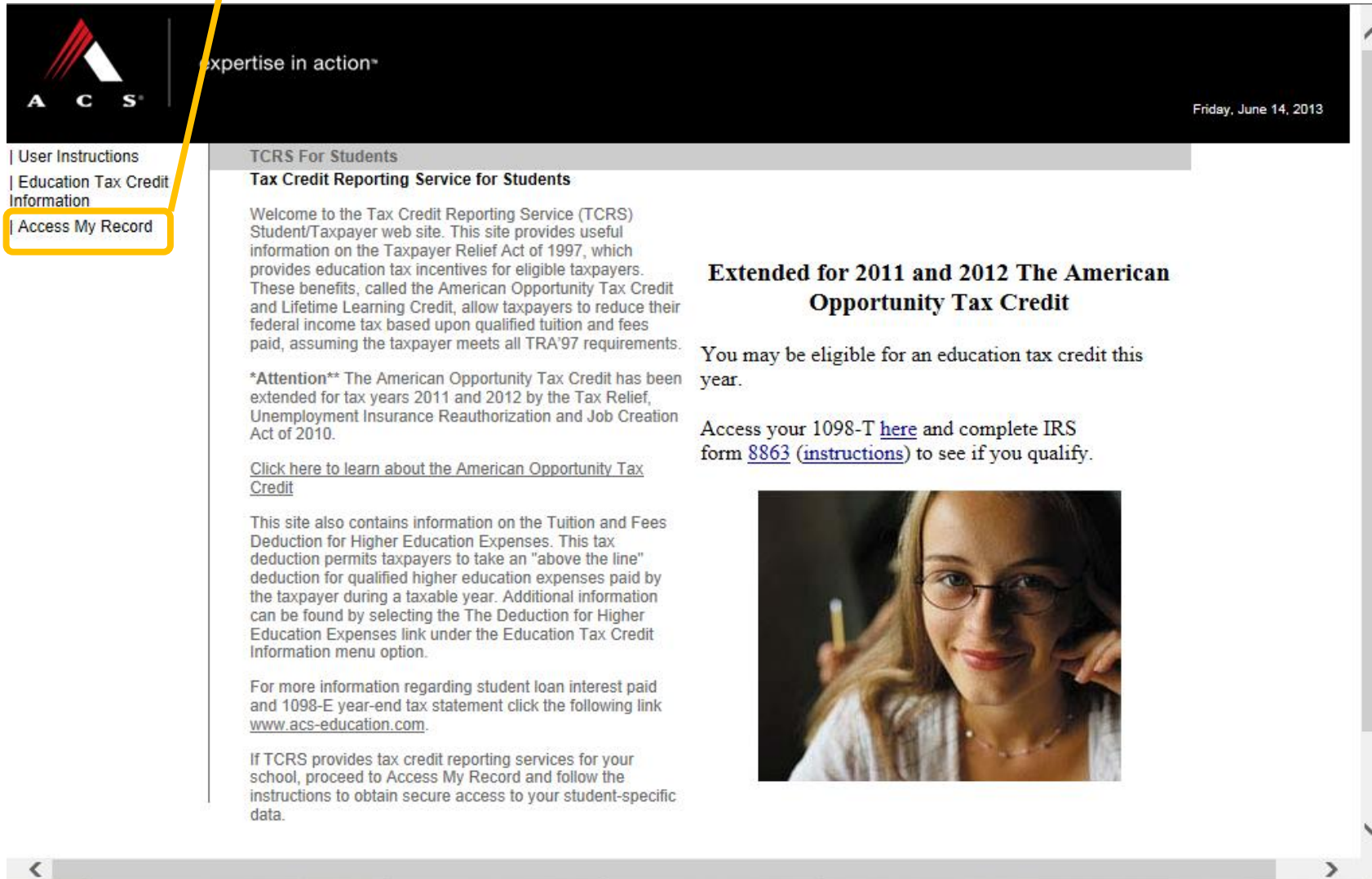


6) The last option on the Financial Information Menu is a link to the 1098t website



7) If you click on it will take you to the website [www.1098t.com](http://www.1098t.com)

8) Select *Access My Record*



The screenshot shows the ACS website interface. At the top left is the ACS logo with the tagline "expertise in action". The date "Friday, June 14, 2013" is displayed in the top right. A navigation menu on the left includes "User Instructions", "Education Tax Credit Information", and "Access My Record", with the latter highlighted by a yellow box and a yellow arrow. The main content area is titled "TCRS For Students" and "Tax Credit Reporting Service for Students". It contains a welcome message, an announcement about the extension of the American Opportunity Tax Credit for 2011 and 2012, a link to learn more about the credit, information about the Tuition and Fees Deduction, a link for student loan interest and 1098-E statements, and instructions for accessing student-specific data. A photograph of a smiling young woman with glasses is positioned on the right side of the page.

expertise in action<sup>®</sup>

Friday, June 14, 2013

| User Instructions  
| Education Tax Credit Information  
**| Access My Record**

**TCRS For Students**  
**Tax Credit Reporting Service for Students**

Welcome to the Tax Credit Reporting Service (TCRS) Student/Taxpayer web site. This site provides useful information on the Taxpayer Relief Act of 1997, which provides education tax incentives for eligible taxpayers. These benefits, called the American Opportunity Tax Credit and Lifetime Learning Credit, allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets all TRA'97 requirements.

**\*Attention\*\*** The American Opportunity Tax Credit has been extended for tax years 2011 and 2012 by the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010.

[Click here to learn about the American Opportunity Tax Credit](#)

This site also contains information on the Tuition and Fees Deduction for Higher Education Expenses. This tax deduction permits taxpayers to take an "above the line" deduction for qualified higher education expenses paid by the taxpayer during a taxable year. Additional information can be found by selecting the The Deduction for Higher Education Expenses link under the Education Tax Credit Information menu option.


For more information regarding student loan interest paid and 1098-E year-end tax statement click the following link [www.acs-education.com](http://www.acs-education.com).

If TCRS provides tax credit reporting services for your school, proceed to Access My Record and follow the instructions to obtain secure access to your student-specific data.

**Extended for 2011 and 2012 The American Opportunity Tax Credit**

You may be eligible for an education tax credit this year.

Access your 1098-T [here](#) and complete IRS form [8863 \(instructions\)](#) to see if you qualify.



9) You can locate your information by Student Identification number.

ACS® expertise in action™ Friday, June 14, 2013

| User Instructions  
| Education Tax Credit Information  
| Access My Record

TCRS For Students

**You may choose to login with your school issued Student Identification Number rather than your Social Security Number (SSN) by [clicking here](#).**

**Additionally, if you do not have or did not provide a SSN to your school you may also login using your school issued Student Identification Number. [Click here to login using your Student Identification Number.](#)**

**Please Log In**

**Social Security Number:**  -  -

**LAST NAME:**

**PASSWORD:**

**If you forgot your Password or do not have one, enter your SSN, Last Name, and leave the Password field blank. Click the LOGIN button to proceed.**

10) Or, by social security number (SSN)

Look up by Student ID

Look up by Social Security Number

11) Input Student ID number and last name

12) No password is required

13) Enter Social Security Number and Last Name

14) Password is not required at this stage

TCRS For Students

Please Log In

Student Identification Number:

LAST NAME:  x

If you forgot your Password or do not have one, enter your STUDENT IDENTIFICATION NUMBER (Your School Registration, Student Or Other ID), Last Name, and leave the Password field blank. Click the LOGIN button to proceed.

PASSWORD:

Login Cancel

If you are unable to access your record through the use of a Student Identification Number it is likely that your school did not provide this information to TCRS. Please try to access your record via your SSN.

TCRS For Students

You may choose to access your 1098T records using your school issued Student Identification Number. You may also choose this option if you do not have a Social Security Number.

[Click here to login using your Student Identification Number.](#)

Please Log In

Social Security Number:  -  -

Last Name:

Password:

Login Cancel

If you forgot your Password or do not have one, enter your SSN, Last Name, and leave the Password field blank. Click the Login button to proceed.

Look up by Student ID

- 16) Select Laramie County Community College if this list appears on screen
- 17) If there is not more than one listing for the student ID number entered this screen will not show
- 18) Click Next>>

TCRS For Students

Your Student ID is:

Your Last name is: **BEST SHAUNA**

SCHOOL ATTENDED:

Laramie County Community College

Southeast Community College

Since you need a new PIN assigned, please enter the information requested to verify your identity.

19) Go to page 7

Looking up by Social Security Number

- 20) School selection screen does not appear when looking up by SSN
- 21) Enter your first name, Your mother's maiden name, and your birthdate using the format shown
- 22) Click Next>>

TCRS For Students | TCRS For Students

Your Social Security Number is:

FIRST NAME:

LAST NAME: **BEST**

MOTHER'S MAIDEN NAME:

STUDENT'S DATE OF BIRTH:   
(i.e. 05/15/1971)

Since you need a new Password assigned, please enter the information requested to verify your identity. If requested, Student's Date of Birth field must include separators (i.e. 05/15/1971).

23) Skip to page 8

Student Access to the 1098-T | 7  
Looking up by Student ID

24) Input students first name

25) Input Student's Mother's Maiden Name

26) Input Students birthday – include slashes

27) Select Next

TCRS For Students | TCRS For Students

Your Student ID is

Your Last name is: **BEST SHAUNA**

**FIRST NAME:**

**MOTHER'S MAIDEN NAME:**

**STUDENT'S DATE OF BIRTH:**   
(i.e. 05/15/1971)

Since you need a new Password assigned, please enter the information requested to verify your identity. If requested, Student's Date of Birth field must include separators (i.e. 05/15/1971).

Looking up by Student ID

- 28) It is not necessary to keep track of this PIN number
- 29) Select Proceed

TCRS For Students | TCRS For Students

Your Student ID is:

Your Last name is: **BEST SHAUNA**

Your Access PIN: **NOKMFM**

The PIN assigned is valid for all future visits to this site. Please enter any required information to have the PIN assigned.

Looking up by Social Security Number

- 30) Create and then reenter a password
- 31) You do not need to track this password, as you can enter a new one every time you login.

TCRS For Students | TCRS For Students

Your Social Security Number is:

PASSWORD:

RE-ENTER PASSWORD:

Please enter a Password to be used for all future secure access to this web site. The Password must be alphanumeric and a minimum eight (8) characters in length.



32) Select View My 1098T Tax Form

The screenshot shows the TCRS For Students portal interface. At the top left is the ACS logo with the tagline "expertise in action". The date "Friday, June 14, 2013" is displayed at the top right. The main navigation menu on the left includes: Student Information, Edit My Record, View My 1098T Tax Form (highlighted with a red box), Send Email to TCRS, User Instructions, and Logoff. The main content area is titled "TCRS For Students | Access My 1098-T" and features a countdown: "There are 305 days remaining until April 15<sup>th</sup>". A red banner asks if the user has additional information under another last name, with a "Switch" button next to the "Last Name" field containing "BEST SHAUN". Below this, a green box provides instructions on selecting a tax year, with a dropdown menu showing "2012" and a "Select" button highlighted by a yellow box. A blue box indicates the user's data is for "Laramie County Community College". The "FORM STATUS" section states: "You have consented to receive your form electronically. YOUR 1098-T IS AVAILABLE AS OF: 23-Jan-2013. If you have not received your IRS 1098-T tax form, you may view and print a valid copy by clicking 'View My 1098-T' on the left navigation menu. Please note that if an available date is provided consenting to receive your form electronically will apply to subsequent years." The "STUDENT INFORMATION" section lists "LEIGH MILLER BEST SHAUNA" with a redacted address, and fields for "USA", "Phone:", "Fax:", and "Email:". The "TCRS ASSISTANCE" section provides contact information: "If you have any questions regarding your 1098-T or the associated financial information, please call 1-877-467-3821 or email by clicking on Send Email to TCRS located on the left menu above. You may also correspond with your school by sending mail to c/o TCRS, P.O. Box 2318, Germantown, MD".

Please note: that you can view other year tax forms by changing the year in the drop box

Student Access to the 1098-T | 10

33)A PDF will appear, print this two sided for the student, as it is 2 – 4 pages in length

File Edit Go to Favorites Help

FILER'S name, street address, city, state, ZIP code, and telephone number <b>Laramie County Community College</b> 1400 East College Drive Cheyenne, WY 82007  307.778.1231 / QUESTIONS CALL: 1.877.467.3821		<input type="checkbox"/> CORRECTED (if checked)	1 Payments received for qualified tuition and related expenses 2 Amounts billed for qualified tuition and related expenses <b>\$2,736.00</b>	OMB No. 1545-1574 <b>2012</b> Form 1098-T	<b>Tuition Statement</b>
FILER'S Federal identification no. <b>83-8009473</b>	STUDENT'S social security number [REDACTED]	3 Check if you have changed your reporting method for 2012 <input type="checkbox"/>	<b>Copy B For Students</b>  This is important tax information and is being furnished to the Internal Revenue Service.		
STUDENT'S name and address  <b>LEIGH MILLER BEST SHAUNA</b> 18 [REDACTED] CH [REDACTED]		4 Adjustments made for a prior year <b>\$0.00</b>	5 Scholarships or grants <b>\$2,776.00</b>	7 Check this box if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2013 <input checked="" type="checkbox"/>	
Service Provider/Account Number (optional) QUESTIONS: 1-877-467-3821		6 Adjustments to Scholarships or grants for a prior year <b>\$0.00</b>	8 Check if at least half-time student <input checked="" type="checkbox"/>	9 Check if a graduate student <input type="checkbox"/>	10 Ins. Contract reimb./refund <input type="checkbox"/>

Form 1098-T (Keep for your records.) Department of the Treasury - Internal Revenue Service

**WHAT IS IRS FORM 1098-T?**

IRS Form 1098-T. A college or university that received qualified tuition and related expenses on your behalf is required to file Form 1098-T, above, with the Internal Revenue Service (IRS). A copy of Form 1098-T must be furnished to you. The information being reported to the IRS verifies your enrollment with regard to certain eligibility criteria for the American Opportunity Tax Credit, the Lifetime Learning Tax Credit and the Higher Education Tuition and Fees Deduction. However, the enrollment information by itself does not establish eligibility for either credit or deduction.

Box 1. Indicates the total payments received for qualified tuition and related expenses less any related reimbursements or refunds. If an amount is provided in Box 1 then Box 2 is blank.  
 Box 2. Indicates the total amounts billed for qualified tuition and related expenses less any related reductions in charges. If an amount is provided in Box 2 then Box 1 is blank.  
 Box 3. Indicates if the school has changed its 1098-T reporting method (amounts billed or amounts paid) for 2012.  
 Box 4. Indicates any adjustment made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit or deduction you may claim for the prior year. See Form 8863, 8917 or Pub. 970 for more information.  
 Box 5. Indicates the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of any education credit or deduction you may claim for the year. See Form 8863, 8917 for how to report these amounts.  
 Box 6. Indicates an adjustment to scholarships or grants for a prior year. This amount may affect the amount of any allowable education credit or deduction you may claim for the prior year. See Form 8863, 8917 for how to report these amounts.  
 Box 7. If this Box is checked, the amount in Box 1 or 2 includes amounts for an academic period beginning January-March 2013. See Pub. 970 for how to report these amounts.  
 Box 8. Indicates whether your school considers you to have carried at least one-half the normal full-time workload for your course of study for an academic term during tax year 2012. If you were at least a half-time student for at least one academic term during 2012, you meet one of the requirements for the American Opportunity Credit. You do not have to meet the workload requirement to qualify for the Tuition and Fees Deduction or the Lifetime Learning Credit.  
 Box 9. Indicates whether your school considers you to have been enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized graduate-level educational credential during tax year 2012. If you were enrolled in a graduate program, you are not eligible for the American Opportunity Credit, but you may qualify for the Tuition and Fees Deduction or the Lifetime Learning Credit.  
 Box 10. Indicates the total amount of reimbursements or refunds of qualified tuition and related expenses made by an insurer. The amount of reimbursements or refunds for the calendar year may reduce the amount of any allowable tuition and fees deduction or the education credit you may claim for the year.

**BACKGROUND INFORMATION**

The Taxpayer Relief Act of 1997 (TRA97) established two education tax credits: the Hope Tax Credit (currently modified as the American Opportunity Credit by the American Recovery and Reinvestment Act of 2009) for students who are enrolled in one of the first four years of postsecondary education and are carrying at least a half-time workload while pursuing an undergraduate degree, certificate, or other recognized credential; and the Lifetime Learning Tax Credit for students who take one or more classes from a college or university to pursue an undergraduate or graduate degree, certificate, other recognized credential, or to acquire or improve job skills.

The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) established a Higher Education Tuition and Fees Deduction for students who have a modified adjusted gross income that exceeds the defined thresholds for the tax credit.

To claim the American Opportunity (Hope) or Lifetime Learning Tax Credit, use IRS Form 8863, Education Credits. To claim a Higher Education Tuition and Fees Deduction, use IRS form 8917 but it is not necessary to file an itemized federal income tax return. The deduction is claimed on Line 19 on IRS Form 1040A, or Line 34 on IRS Form 1040. If you are claimed as a dependent by another person (including your parent(s)), you cannot claim the American Opportunity (Hope) Tax Credit, Lifetime Learning Tax Credit or a Higher Education Tuition and Fees Deduction. However, the person claiming you may be entitled to the credit on his or her tax return.

**Resources:** For more information see IRS Publication 970, Tax Benefits for Higher Education; IRS Notice 97-60, provides consumer guidance on Education Tax Incentives; and IRS Publication 520, Scholarships and Fellowships. These documents and IRS Form 8863 and 8917 are available at [www.irs.gov](http://www.irs.gov) or by calling the IRS at 1-800-829-1040. For additional 1098-T information and instructions from your college or university go to [www.1098-T.com](http://www.1098-T.com).

**YOUR SCHOOL MAY HAVE PROVIDED ADDITIONAL FINANCIAL INFORMATION ON THE BACK OF THIS FORM OR YOU MAY USE YOUR PERSONAL FINANCIAL RECORDS TO ASSIST YOU IN DETERMINING ELIGIBILITY FOR AN EDUCATION TAX CREDIT OR DEDUCTION. YOUR PERSONAL FINANCIAL RECORDS SERVE AS THE SUPPORTING DOCUMENTATION FOR YOUR FEDERAL INCOME TAX RETURN. PLEASE SEE ENCLOSED BROCHURE OR WWW.1098-T.COM FOR ADDITIONAL INFORMATION. FOR A SUMMARY OF YOUR ACCOUNT AT LCCC: 1. GO ONLINE. LOGON EAGLESEYE.LCCC.WY.EDU WITH USERNAME AND PASSWORD. GO TO STUDENT TAB, FINANCIAL PROFILE, ACCOUNT BALANCE AND SUMMARY. 2. BY MAIL-INCLUDE NAME, STUDENT ID, ADDRESS ALONG WITH REQUEST FOR STATEMENT. TELEPHONE: 307.778.1255. EMAIL: ACCOUNTING@LCCC.WY.EDU.**

Other Page May Provide More Information - Page 1 of 4

34) Scholarships and grants will appear on this document, as will the tuition charged. However, student loans will not appear as they are not able to be deducted from your tax return. The interest paid on them is deductible, and you should receive a 1098-E from your loan servicer.