# Producing Tax Forms and Receipt Information

## Understanding Tax Form and Receipt Production

This section lists common elements and discusses tax form production.

### Common Elements Used in Tax Form and Receipt Production

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|---|---|
| **Calendar Year** | For the purposes of tax reports, the calendar year represents the tax year for which you are reporting. |
| **TIN** (taxpayer identification number) | The number under which an institution files 1098-T tax information. |

### Tax Form Production

PeopleSoft Student Financials provides tools that you can use when managing your tax data and generating tax reports. The Manage Tax Reporting feature enables you to process data and generate reports using an Internal Revenue Service (IRS) tax form and Canada Revenue Agency (CRA) tax form:

- 1098-T: An IRS form that reports tuition and related expenses for a student to use to claim an educational tax credit.
- T2202A: A CRA form that reports tuition and related expenses for a student to use to claim an educational tax credit.

#### 1098-T Tax Forms

The Taxpayer Relief Act of 1997 allows taxpayers to claim educational credits for some higher education expenses. Institutions that receive qualified tuition and related expenses from or on behalf of a student are required to furnish each eligible student with an IRS Form 1098-T, Tuition Statement. The information on the form helps determine whether a student, or the person who can claim the student as a dependent, can claim an income tax credit for the Hope Scholarship Credit or Lifetime Learning Credit. In addition, for every 1098-T provided to an eligible student, your institution must also file a 1098-T with the IRS. PeopleSoft Student Financials enables your institution to print your 1098-T forms for mailing to students and to transmit your 1098-T data electronically to the IRS.

#### Self-Service 1098-T Forms (United States)

Institutions based in the United States are required annually to issue IRS Form 1098-T to students so that they can report tuition and fee amounts on their tax returns. PeopleSoft Campus Solutions enables students to display and print their completed 1098-T forms in PDF format using self-service.

 

This functionality supports institutions and their efforts to reduce costs and streamline administrative processes. Use Oracle's XML Publisher tool to create the PDF document.

Institutions can control the appearance of completed forms using the 1098-T TIN Detail setup page.

When 1098-T forms are generated and printed, the student can access a summary of the information from the completed 1098-T form. The student can then print the completed form in PDF format.

The student is required to provide consent and an eSignature before accessing the completed form.

### (CAN) T2202A Tax Forms

**Note:** If you implement Campus Solutions and a separate instance of PeopleSoft Human Capital Management/Payroll, you cannot use T4A production.
For information on managing processes that require data from both applications, see Campus Solutions-HCM / Payroll Integration: Student Financials Impacts on My Oracle Support (ID 1464024.1).

Canadian taxpayers can claim tuition and education amounts as tax credits that reduce the amount of federal income tax they pay. For students to determine whether they are eligible for these tax credits, Canadian institutions must provide each of them with a Form T2202A. This form details the eligible tuition fees and education amounts that a student can claim for a given tax year.

## Understanding Receipt Information Generation

This section discusses generating income tax receipts and donation receipts.

### Income Tax Receipt Information Generation

Canada allows students who are enrolled in non-degree continuing education courses to claim income tax credits for tuition fees. For these students to take advantage of this credit, they must receive an income tax receipt from their respective university listing the following information:

- GST (goods and services tax) registration number of the university.
- Student ID.
- Term in which the student was enrolled in the course.
- Course title.
- Course number.
- Period (date and time) during which the course was covered.
- Location (facility and room number).
- Student name.
- Student address.
- Assessed fee.
- Assessed GST, along with an indication of any tax exemptions.

 

- Tax credit portion.
- Date issued.
- Payment method.

### Donation Receipt Information Generation

Universities often receive donations from students and third-party organizations. When this occurs, the university is responsible to provide a receipt listing the following information:

- GST registration number of the university.
- Date that the university received the donation.
- Date that the university issued the receipt.
- Name of the student or third-party organization.
- Address of the student or third-party organization.

# Producing and Filing 1098-T Tax Forms

This section lists prerequisites and discusses:

- Generating 1098-T Data
- Reviewing 1098-T Messages
- Reviewing and Overriding 1098-T Data
- TIN Request Update
- Validating and Auditing 1098-T Data
- Printing 1098-T Forms by Batch
- Printing 1098-T Forms and Creating Transmission Files

## Prerequisites

Before you begin generating and transmitting 1098-T information, you must complete these setup tasks in your PeopleSoft Student Financials system:

1. Set up a TIN under which your institution files 1098-T tax information to the IRS.
2. Determine which of your item types to designate as qualified tuition and related expenses.

### Related Links

Setting Up a TIN
Setting Up Item Types and Item Type Groups

 

## Pages Used to Produce and File 1098-T Tax Forms

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Generate 1098-T | RUNCTL_SF_SFP1098P | Student Financials, Taxes, Generate 1098-T | Generate 1098-T data. |
| Review 1098–T Messages | SSF_1098T_INQ | Student Financials, Taxes, Review 1098–T Messages, Review 1098–T Messages | Review 1098–T messages. |
| 1098-T Data | SF_1098_DTL | Student Financials, Taxes, Edit 1098-T Data, 1098-T Data<br><br>Student Financials, Taxes, Review 1098–T Data, 1098–T Data | Edit or review 1098-T data by student. |
| 1098-T Student Address | SF_1098_STUADDR_PB | Click the Student Address link on the 1098-T Data page. | View the address of the student whose 1098-T data you are reviewing or overriding. |
| 1098-T TIN Request Update | SSF_RUNCTL_1098UPD | Student Financials, Taxes, Update 1098-T TIN Request | Populates the check box to indicate that a student's TIN has been requested. |
| 1098-T Audit Report | RUNCTL_SF_SF1098VP | Student Financials, Taxes, Tax Reports, 1098-T Audit Report | Validate and audit 1098-T data. |
| Print 1098-T Form | SSF_RUNCTL_1098PRT | Student Financials, Taxes, Tax Reports, Print 1098-T Forms | Mass print 1098-T forms into PDF. |
| 1098-T Print | RUNCTL_SF_SF1098RP | Student Financials, Taxes, Tax Reports, 1098-T Form Print, 1098-T Print | Print 1098-T forms and create electronic transmission files. |
| 1098-T File Info | SF_1098_FILE_PB | Click the File Parameters link on the 1098-T Print page. | Enter the file path and file name of the electronic file that you want to create and send to the IRS. |

## Generating 1098-T Data

Access the Generate 1098-T page (Student Financials, Taxes, Generate 1098-T, Generate 1098-T).).

### Control Information

**Federal TIN** (federal taxpayer identification number) — Enter the Tax Payer ID number for the reporting institution.

**Calendar Year** — Enter the calendar year for which you are reporting.

 

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| **Alternate NID Type** (alternate national identification type) | Enter another NID type to generate 1098-Ts for students who do not have a valid SSN without using individual student overrides. If there is a value in the Alternate NID Type field, the 1098-T generation program looks first for an ITIN (Individual Taxpayer ID Number). If that lookup has no result then the National ID Type of *PR* (for Social Security Number) is used. This value is populated in the SSN field in the 1098-T data tables and is transmitted to the IRS.<br><br>**Note:** You *must* provide an alternate NID type so that the SSN field can be populated with an alternate national ID value, such as an ITIN. This is the only way for the 1098-T generation program to look for an alternate value to the SSN.<br><br>The National ID Type is set up at: Set Up Common Objects, Foundation Tables, Personal, National ID Type, National ID Type Table. |

## Bypass Validation Edits

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| **Citizenship** | Select to bypass the Citizenship edit, so that a 1098–T is produced for all students with eligible charges regardless of citizenship status. |
| **Academic Credit** | Select to bypass the Earned Academic Credit edit, so that a 1098–T is produced for all students with eligible charges, even if they are enrolled in classes that earn no academic credit. |
| **Financial Aid** | Select to bypass the Financial Aid edit, so that a 1098–T is produced for students who have eligible charges paid entirely by Financial Aid. |
| **Financial Info** (financial information) | Select to produce a 1098–T for students who have no financial information in boxes one through six. If the students are currently enrolled, the 1098-T is produced. |

**Note:** Each edit bypass work independently—an institution can choose one, all, or none of the edit bypasses.

## Student Override

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| **Student Override** (check box) | Clear the Student Override check box to generate data for all applicable students who fall under the federal TIN and calendar year that you select.<br><br>Select to use the fields in the Student Override group box to specify the students for which the process generates 1098-T data. |
| **ID** | Select an ID to generate 1098-T data for the student. |

 

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| **National ID** | Use this field to produce a 1098-T for a student who does not have a Social Security Number (SSN).<br><br>If you use the Alternate NID Type field, then individual students *may* not have to be overridden. |
| **Force 1098-T** | The Generate 1098-T process generates 1098-T data for all students who meet the following criteria:<br><br>• The institution received payments of qualified tuition and related expenses from the student.<br>• The student is not a nonresident alien.<br>• The student is enrolled in courses for which he or she receives academic credit.<br>• The student's qualified tuition and related expenses are not entirely waived or paid entirely with scholarships.<br>• The student's qualified tuition and related expenses are not covered by a formal billing arrangement between an institution and the student's employer or a governmental entity.<br><br>If you select the Force 1098-T check box, the system generates a 1098-T record for the student specified in the ID field, even if the student does not meet the previous criteria. |

The 1098-T (SFP1098P) process retrieves the necessary data from Campus Community and Student Records to populate and update the PS_SF_1098_DTL table in Student Financials. The system generates new 1098-T data for students who have no existing 1098-T records. In addition, the process compares the new 1098-T data it retrieves to any existing 1098-T data. When the process detects differences in an existing row of 1098-T data that has never been printed or included in an electronic transmission file, it updates all the affected fields in the record with the new information. However, if you have already printed a 1098-T record or included it in an electronic transmission file, the process does not update the existing record. Instead, it inserts a new row of updated 1098-T information for the student.

## Reviewing 1098-T Messages

Access the Review 1098–T Messages page (Student Financials, Taxes, Review 1098–T Messages, Review 1098–T Messages).

Use this page to view the messages that are created when 1098–T data is not generated for a student during the Generate 1098–T process.

Messages from only the most recent run of the Generate 1098–T process appear.

The Generate 1098–T process stores the message header values in the SSF_1098_MSGHDR table and stores the message details in the SSF_1098_MSGDTL table. You can access these tables in SF Query Tree.

ID is an optional search criteria when you enter criteria to access this page.

 

## Reviewing and Overriding 1098-T Data

Access the 1098-T Data page (Student Financials, Taxes, Edit 1098-T Data, 1098-T Data).

### 1098-T Status

**Overridden**

Indicates whether either you or the system has overridden a record. The system designates any records created using the Force 1098-T check box on the Generate 1098-T page as Overridden. When you click the Override Data button, the system automatically selects the Overridden check box for the resulting new row. The Generate 1098-T process updates existing overridden records only if it detects a change in the student's name or SSN. When editing a record, you can clear this check box.

**Printed**

Indicates whether you have printed a 1098-T form for this record. When you run the 1098-T Form Print report, the system selects this check box for all the records it prints. The date and time that the system printed the record appears to the right of the field.

To reprint a 1098-T form for a student, use the Override Data button to clear the Printed check box. Then use the 1098-T Print process to reprint the form.

**File Created**

Indicates whether you have included a 1098-T record in an electronic transmission file. When you run the 1098-T Form Print report, the system selects this check box for all the records it includes in the transmission file. The date and time that the system created the transmission file appears to the right of the field.

**Correction**

If you create a transmission file to send to the IRS and then discover an error in one of the records, you must submit a correction for that record. If you run the Generate 1098-T process and it inserts a new row for a record already included in a transmission file, the system selects this check box for the inserted row.

**Note:** If you manually edit a record that is already included in a transmission file, select the Correction check box.
The transmission of the file to the IRS does not occur until the 1098-T forms have been printed or permission has been granted to receive the forms electronically.

**Validation Status**

Indicates whether the data in the record is valid. The 1098-T Audit report automatically sets the validation status to one of the following values. When you run the 1098-T Form Print report, the system uses this field to determine whether to pick up the record.

- *Do Not Report:* The 1098-T Form Print report ignores records with this validation status. You can only assign this validation status to a record manually. Change the validation status to *Do Not Report* if you determine that you do not want to print or electronically file a 1098-T tax form for this student.
- *Failed Validation:* The 1098-T Form Print report does not pick up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be invalid, the system assigns this validation status to the record.
- *Passed Validation:* The 1098-T Form Print report picks up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be valid, the system assigns this validation status to the record.
- *Pending Validation:* The 1098-T Form Print report does not pick up records with this validation status. The system assigns this validation status to all new records created by the Generate 1098-T process. In addition, if you click the Override Data button, the system assigns the new row this validation status.
- *Validation Overridden:* The 1098-T Form Print report picks up records with this validation status. You may assign this validation status to a record manually. Assign this value when a student's 1098-T data fails validation and you want the printing and file creation process to ignore the errors, transmitting the data exactly as it appears.

  The system assigns this validation status if the SSN value is the default value of XXX-XX-XXXX. The SSN value is replaced with blanks, and a message is inserted in the Audit and Validation report.

**Disable 1098-T self-service**

Select to prevent the current record from appearing on the 1098–T Year Select page.

By default, this check box is cleared.

**Override Data**

Click if you want to edit any of these fields: Overridden, Printed, File Created, Validation Status, and Correction.

You can also override data such as financial information and the SSN in the Student 1098-T Data group box.

When you click the Override Data button, the system inserts a new row for the student and selects the Overridden check box by default.

If a Social Security Number is not entered in the National ID field on the Campus Community Biographical Details page, the system enters a value of all X's (XXX-XX-XXXX) in that field. This value appears by default in the SSN field on the 1098–T pages. When the Audit or Validation report is run, the 1098-T Detail record is updated with a blank SSN, and a message is printed on the 1098-T Audit Report. The Overridden flag on the 1098-T Data page is selected, the Date Updated Date/Time Stamp value is updated, and the Validation Status is set to *Validation Overridden*.

The IRS does not accept invalid SSNs (for example, all nines, ones, zeroes). If no valid SSN exists, the SSN can be recorded as blank, which the IRS accepts.

When you click the Override Data button, the SSN field becomes available for edit. You can then enter a valid SSN or delete the invalid SSN and leave the field blank.

Updating the SSN field on the 1098–T page does not update data in Campus Community.

## Student 1098-T Data

**TIN Requested**

This check box is automatically selected once the Update 1098-T process is run.

See TIN Request Update.

**(1) Payments Received**

Displays the value that prints in Box 1 on 1098-T forms. ( Payments received that applied to eligible tuition and fee charges.)

**(2) Amount Billed**

Displays the value that prints in Box 2 on 1098-T forms. (Billed eligible tuition and fee charges.)

**(3) Reporting Method Change**

Selects this check box if you have changed your reporting method on the TIN Setup page.

**(4) Prior Year Adj** (prior year adjustment)

Displays the value that prints in Box 4 on 1098-T forms.

Indicates adjustments made for a prior year to *payments received* - reimbursements or refunds of qualified tuition and related expenses - OR *amount billed* - reductions in charges for qualified tuition and related expenses (adjustments to Box 1 or 2 for prior year).

**(5) Financial Aid**

Displays the value that prints in Box 5 on 1098-T forms.

Indicates receipt of scholarships or grants.

**(6) Prior Year FA Adj (prior year financial aid adjustment)**

Displays the value that prints in Box 6 on 1098-T forms.

Indicates adjustments (reductions) to the amount of scholarships or grants reported for a prior year.

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| **(7) Includes Future Period** | Displays the value that prints in Box 7 on 1098-T forms.<br><br>The system selects this check box during the Generate 1098-T process if any of the amounts reported in Boxes 1 or 2 ( Payments Received or Amount Billed) were related to an academic period that last from January through March of the following year. |
| **(8) Half Time** | Displays the value that prints in Box 8 on 1098-T forms.<br><br>The system selects this check box during the Generate 1098-T process if the student's academic load was at least half-time during any term within the tax-reporting year. |
| **(9) Graduate** | Displays the value that prints in Box 9 on 1098-T forms.<br><br>The system selects this check box during the Generate 1098-T process if the student was enrolled as a graduate student during any term within the tax-reporting year. |
| **Student Address** | Click to access the 1098-T Student Address page. |

**Note:** The inquiry version of this page (Student Financials, Taxes, Review 1098–T Data, 1098–T Data) displays the same information as the (Edit 1098-T Data) 1098-T Data page. However, the inquiry page has no Override Data button, so you cannot edit any of the information that appears.

## Viewing a 1098-T Form

Click the View 1098-T link on the (Review 1098-T Data) 1098-T Data page to access a 1098-T form (PDF) and print it for a student.

You can also access the View 1098-T link on this page by clicking the 1098-T link on the finances page in the Student Service Ctr (Student).

The View 1098-T link appears only if the Use Electronic Statements check box on the 1098-T TIN Detail setup page is selected. The link appears whether or not the Display 1098-T Self Service check box on the setup page is selected.

The link is enabled only when the value in the Validation Status field is *Passed Validation* or *Validation Overridden.*

If the record fails validation because of an invalid SSN, you can use the Override Data button on the (Edit 1098-T Data) 1098-T Data page to update the value in the SSN field to blank (a blank SSN can be submitted to the IRS) or to use a valid SSN. When the Audit/Validation process is run again, blanks are treated as valid SSN so the record does not fail validation. Records no longer fail validation because of an invalid SSN. There are edits in Campus Community that prevents the use of invalid SSNs (for example, 999-99-9999 or 123-45-6789). If the default SSN value is used (XXX-XX-XXXX), during the validation process the SSN is changed to blank, a message is given on the Audit Validation report, and the record passes validation with a status of *Validation Overridden*.

See the documentation about the Override Data button earlier in this section.

Click the link to retrieve a 1098-T PDF of the most recent 1098-T data.

The link is sensitive to the context in the 1098-T Status scroll area—that is, the PDF is generated using the data in context (the example 1098–T page has 4 rows of data).

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**Note:** The View 1098-T link does not appear on the (Edit 1098-T Data) 1098–T Data page.

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### Related Links

"Viewing a Student's Self-Service Finances Information" (PeopleSoft Campus Solutions 9.2: Campus Community)

## TIN Request Update

Access the 1098-T TIN Request Update page (Student Financials, Taxes, Update 1098-T TIN Request).

Use this page to verify that the school has requested the student's SSN or TIN. Parameters: Federal TIN - Select the tax payer ID number for the reporting institution; Calendar Year - Select the calendar year for the tax year for which you are reporting.

### Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing.

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| **Query Name** | The following query is delivered: QA_CS_SF_1098UPD.<br><br>If you create your own queries, you must include the bind record SSF_1098UPD_BND. |

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**Note:** The population update only returns data and updates the TIN Requested check box on the 1098-T Data page for calendar years 2016 onwards. However, the update to the TIN Requested check box does not carry over each calendar year. Make sure you run the TIN Request Update process yearly.

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### Parameters

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|---|---|
| **Federal TIN** | Select the tax payer ID number for the reporting institution. |
| **Calendar Year** | Select the calendar year record to print for each student. |

## Validating and Auditing 1098-T Data

Access the 1098-T Audit Report page (Student Financials, Taxes, Tax Reports, 1098-T Audit Report).

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| **Report Mode** | Select the report mode. Values are:<br><br>• *Audit Only:* The report prints all 1098-T records meeting the parameters that you specify on this page, enabling you |

 

to check the data manually before printing or creating a transmission file.

- *Validate Only:* The 1098-T Audit report checks each applicable record to determine the validity of its data.

  The following messages may appear in the report when the Update TIN Request process is run: TIN NOT REQUESTED or TIN REQUESTED.

  If a record has an invalid SSN (XXX-XX-XXXX), the 1098-T Detail record is updated with a blank SSN, and a message is printed on the 1098-T Audit Report. The Overridden flag on the 1098-T Data page is selected, the Date Updated Date/Time Stamp value is updated, and the Validation Status is set to *Validation Overridden*. If a record has an invalid name, address, or amount (a signed negative value), the system assigns a validation status of *Failed Validation* and prints it on the 1098-T Audit Report.

  In addition, if the system finds any records that do not contain data for the related academic statistics period, it issues a warning. This occurs only for years prior to 2003.

- *Audit and Validate:* The 1098-T Audit Report prints all applicable records and assigns a validation status to them.

**Print Selection**

Determine which types of 1098-T records the system includes in the 1098-T Audit Report. Values are.

*All 1098-T's:* Select to include all types of 1098-T records.

*Not Filed Corrected 1098-T's:* Select to include only those 1098-T records that were included in a transmission file and have the Correction check box selected.

*Not Filed Original 1098-T's:* Select to include only those 1098-T records that were not included in a transmission file and do not have the Correction check box selected.

*Not Printed Corrected 1098-T's:* Select to include only those 1098-T records that you have not printed and that have the Correction check box selected.

*Not Printed Original 1098-T's:* Select to include only those 1098-T records that you have not printed and that do not have the Correction check box selected.

**Primary Sort** and **Secondary Sort**

Use these fields to determine the fields on which the system sorts when printing the report. It sorts first by the primary sort and then by the secondary sort value. Both fields have the following available values: *Country, ID, Last Name, Postal Code, SSN,* and *State.*

### TIN Control Information

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|---|---|
| **Student Override** | Clear to run the report for all applicable students who fall under the Federal TIN and calendar year that you select.<br><br>Select to use the ID field to run the report on only the students that you specify. |

## Printing 1098-T Forms by Batch

Access the Print 1098–T Forms page (Student Financials, Taxes, Tax Reports, Create 1098-T PDF Forms).

Use the Create 1098-T PDF Forms page to mass print 1098-T forms to PDF. Each student's 1098-T form is printed into unique PDF reports. This option is specified on the report definition, SSF_1098_PRT, in the Bursting option. All generated 1098-T PDF forms are sent to the Report Manager.

### Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing.

| | |
|---|---|
| **Query Name** | The following query is delivered: QA_CS_SF_1098PRT.<br><br>If you create your own queries, you must include the bind record SSF_1098PRT_BND. |

### Parameters

| | |
|---|---|
| **Federal TIN** | Select the tax payer ID number for the reporting institution. |
| **Calendar Year** | Select the calendar year record to print for each student. |
| **Report Definition** | This is always set to SSF_1098_PRT, which identifies Batch Print 1098-T report templates. |
| **Template Definition** | Select the template to use for printing. |

### Related Links

"Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

## Printing 1098-T Forms and Creating Transmission Files

Access the 1098-T Print page (Student Financials, Taxes, Tax Reports, 1098-T Form Print, 1098-T Print).

## Transmitter Information

**Calendar Year**

Select the calendar year for which you are reporting.

**Media**

Select what you want the report to produce. Values are:

- *Extract File Only:* Select to create a generic extract file containing the 1098-T Form data.
- *Extract and Transmittal Files:* Select to create the IRS transmission and extract files simultaneously.
- *Print Only:* Select to print your 1098-T tax forms using 1098-T print stock.
- *Print and Transmittal File:* Select to create the IRS transmission file and simultaneously print your 1098-T tax forms using 1098-T print stock.
- *Transmittal File Only:* Select to create the IRS transmission file.

**Note:** Before transmission, forms must either be printed or permission granted for electronic receipt. The transmittal file does not pick up forms that are not printed or do not have permission granted for electronic receipt.

**Alignment Run**

Select to run a print job that helps you align your print stock in the printer. When you select this check box, the report prints *X* instead of characters and *9* instead of numbers in the data fields of your 1098-T print stock. This field is available only if you select *Print Only* in the Media field.

**Note:** Because printer definitions vary, you may have to modify the SQR (Structured Query Report) for printer alignment purposes.

**Alignment Count**

Enter the number of *dummy* 1098-T forms that you want to print in your alignment run. This field is available only if you select the Alignment Run check box.

**Filing Status**

Select the type of records that you want to include in the report and specify the type of file that you intend to transmit to the IRS.

*Correction:* The report includes only those records that have the Correction check box selected. In addition, the system designates the file as containing only corrected records.

*Original:* The report includes only those records that do not have the Correction check box selected. In addition, the system designates the file as containing only original records.

 

*Replacement:* Select if the IRS rejected the file that you originally sent. The report includes only original records in the replacement file.

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**Note:** The filing status that you select applies to the entire file. The IRS does not allow a transmitting TIN to mix original information and correction information within the same file.

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**Note:** The 1098-T Form Print process always includes all 1098-T forms, even if they were previously printed or included in a transmission file. Use caution when running the 1098-T Form Print process after its initial run for a tax year. You should use the Student Override option with subsequent runs so that only those students whose information needs to be processed are included in the process.

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**Test File**

Select to set a test file flag in the transmission file that is sent to the IRS. This selection indicates to the IRS that the file is for testing purposes only.

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**Note:** You should participate in the IRS test electronic filing program. This program enables you to submit an electronic file containing 1098-T returns so that the IRS can confirm that the file is in a valid, readable format.

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**Replacement Alpha Character**

If the IRS rejects your original file, it requests a replacement and assigns you a two-character replacement alpha character to include with your file. Enter it here. This field is available only if you select *Replacement* in the Filing Status field.

**Prior Year Indicator**

Bundle 43. Documentation-only update: added field

Select this check box to indicate that you are transmitting files for a prior tax year. This populates the field on the Transmitter Record to indicate prior year data.

**Primary Sort** and **Secondary Sort**

Use these fields to determine the fields on which the system sorts when printing the report. It sorts first by the primary sort and then by the secondary sort. Both fields have the following available values: *Country, EmplID, Last Name, Postal Code, SSN,* and *State.*

**File Parameters**

Click to access the 1098-T File Info page.

## 1098-T File Info Page

**File Path**

Enter the location where the system sends the transmission and extract files.

**Transmission File Name**

Enter the name of the transmission file. If you do not specify a name for the file, the default name is IRSTAX.001.

| | |
|---|---|
| **Extract File Name** | If you are using another system to print your 1098-T forms, enter the name of the extract file that the system uses to print the forms. If you do not specify a name, the default name is SF1098RP.dat. |

### TIN Control Information

| | |
|---|---|
| **TIN** | Select the *TIN* for which you want to report 1098-T information. You transmit the information generated by the report using the Transmitter's TIN. |
| **Student Override** | Clear to run the report for all applicable students who fall under the federal TIN and calendar year that you select.<br><br>Select to use the ID field to run the report for only the students that you specify. |

# Producing T2202A Tax Forms

This section lists a prerequisite and discusses:

- Generating T2202A Data
- Reviewing and Editing T2202A Data
- Printing T2202A Tax Information on Preprinted Forms
- Printing T2202A Tax Information Using File Extract

## Prerequisite

Determine which of your item types you want to designate as T2202A- eligible tuition and offsets.

### Related Links

Setting Up Item Types and Item Type Groups

## Pages Used to Produce T2202A Tax Forms

| ***Page Name*** | ***Definition Name*** | ***Navigation*** | ***Usage*** |
|---|---|---|---|
| Generate T2202A | RUNCTL_SF_SFGT2202 | Student Financials, Taxes, Generate T2202A | Generate T2202A data. |
| T2202A Data | SF_T2202A_DATA | Student Financials, Taxes, Edit T2202A Data, T2202a Data | Review and edit T2202A data, or add T2202A data manually. |

 

| ***Page Name*** | ***Definition Name*** | ***Navigation*** | ***Usage*** |
|---|---|---|---|
| Student Address | ADDREMP_SEC | Click the Student Address link on the T2202A Data page. | View and edit the address of the student whose T2202A data you are reviewing. |
| Print T2202A | RUNCTL_SFPR2202 | Student Financials, Taxes, Print T2202A | Print T2202A tax information on preprinted forms. |
| Create T2202A Extract File | RUNCTL_SF_SFJT2202 | Student Financials, Taxes, Create T2202A Extract File | Print T2202A tax information using the Extract File process. |

## Generating T2202A Data

Access the Generate T2202A page (Student Financials, Taxes, Generate T2202A).

**Address Usage**

Select the logic that the system uses to select the student address associated with each T2202A form.

**Report Only**

Select to create a report of the T2202A data retrieved without actually populating your Student Financials tables with T2202A data.

**Note:** Because the process generates effective-dated rows of data, you cannot run the Generate T2202A Data process more than once per day. However, if you select the Report Only check box before running the process, the system does not insert rows of data into your tables. Therefore, you can run the process in report only mode as many times as you want during a given day.

**Citizenship Status**

Select the student citizenship status for which you want to generate T2202A data. You can select from these values: *Native, Naturalized, Alien Permanent, Alien Temporary, Permanent Resident, Employment Visa, Canadian Citizen, Student Visa,* and *Not Indicated.*

The Generate T2202A process reviews the Student Enrollment table for the reporting calendar year. It summarizes all enrollment units taken by month and tabulates them to determine the academic load (full-time or part-time) for each month. The process then writes these results to the T2202A Data records, along with the financial information regarding tuition amounts.

## Reviewing and Editing T2202A Data

Access the T2202A Data page (Student Financials, Taxes, Edit T2202A Data, T2202A Data).

**Student Address**

Click to access the Student Address page, where you can view and edit the address information for the student whose T2202A data you are reviewing.

**Printed**

Indicates whether you have printed a T2202A form for this row of data. When you run the Print T2202A process, the system selects this check box for all the rows of data that it prints.

Subsequent runs of the Print T2202A process do not print any rows with the Printed check box selected. The date and time that the system printed the record appears to the right of the field.

### Reviewing and Entering Enrollment and Tuition Information

If you are reviewing and editing T2202A data, the fields in the lower scroll area are already populated with information. If you are adding a new row of data, you must enter values in these fields manually.

| | |
|---|---|
| **Acad Program** (academic program) | This field displays the academic program in which the student is enrolled. The description of the selected program appears in the field to the right of this field. You can edit this description if necessary. |
| **Term** | This field displays the term during which a student was enrolled. |
| **FROM** and **TO** | The Month and Year fields under these headings display the starting and ending month and year of the term. |
| **Tuition Fees** | Displays the amount of tuition that the student paid for the term. |
| **Full-Time** | This field displays the number of months within the term that the student was enrolled with full-time status. |
| **Part-Time** | This field displays the number of months within the term that the student was enrolled with part-time status. |

## Printing T2202A Tax Information on Preprinted Forms

Access the Print T2202A page (Student Financials, Taxes, Print T2202A).

| | |
|---|---|
| **Message Text** | Enter any text that you want to appear in the comment section of the T2202A form. |
| **Alignment Only** | If you select this check box, the system prints *dummy* forms that enable you to align the preprinted forms properly in your printer. |
| **Align Cnt** (alignment count) | If you select the Alignment Only check box, enter the number of *dummy* forms that you want to print. |

The process prints a T2202A tax form for all students for whom data is available except those with the Printed check box selected. The system selects the Printed check box for all students whose T2202A information it prints. If you want to reprint a T2202A tax form for a given student, you must first clear the Printed check box using the T2202A Data page and then rerun the Print T2202A process.

## Printing T2202A Tax Information Using File Extract

Access the Create T2202A Extract File page (Student Financials, Taxes, Create T2202A Extract File).

| | |
|---|---|
| **Output File Directory** | Enter the location where you want the system to send the extract. |

**Extract File** Enter the name that you want to give the extract.

**Note:** Unlike the Print T2202A process, this process neither recognizes nor updates the Printed check box on the T2202A Data page.

# Generating Income Tax and Donation Receipt Information

This section discusses:

- Generating Income Tax Receipt Information
- Generating Donation Receipt Information

## Pages Used to Generate Income Tax and Donation Receipt Information

| ***Page Name*** | ***Definition Name*** | ***Navigation*** | ***Usage*** |
|---|---|---|---|
| Generate Tax Receipts | RUNCTL_SFRECEPT | Student Financials, Taxes, Generate Tax Receipts | Generate income tax receipt information. |
| Generate Donation Receipts | RUN_PARM_DONAT | Student Financials, Taxes, Generate Donation Receipts | Generate donation receipt information. |

## Generating Income Tax Receipt Information

Access the Generate Tax Receipts page (Student Financials, Taxes, Generate Tax Receipts).

Select values in the Academic Career and Term fields for which you want to generate income tax receipt information and run the process. The process retrieves the required data from Student Records and Student Financials to populate the PS_CAN_TAX_RECEPT table. You can then use the data in this table to create official income tax receipts for students.

## Generating Donation Receipt Information

Access the Generate Donation Receipts page (Student Financials, Taxes, Generate Donation Receipts).

**Item Type** Select the item type of the donation for which you want to generate receipt information. If you have more than one donation item type within your system, insert rows to include all types of donations for which you want to generate receipt information.

**From Date** and **To Date** Enter the range of dates for which you want to generate donation receipt information.

The process retrieves the required data from Student Financials to populate the PS_CAN_DONAT_RECEPT table. You can then use the data in this table to create official donation receipts for students and third-party organizations.

**Note:** The Donation Receipt process obtains information according to the item types that you select when you establish the process parameters. Therefore, you must set up specific item types for each type of donation that your institution receives.