The 1098-T form:
The 1098-T is an IRS form titled “Tuition Statement” that assists the student in determining if he/she qualifies for certain education related tax credits under the Taxpayer Relief Act of 1997 (TRA97). The IRS requires eligible educational institutions, such as Prairie View A&M University who receive payment for qualified tuition and related expenses during the calendar year to provide this statement to the students and to the IRS.

Mailing Date:
The Forms will be mailed by January 31st of the following year. You should receive your 1098-T form within two weeks of this date.

Mailing Address:
The 1098-T form will be mailed to the permanent address according to the Registrar’s Office record. If your address has changed recently, please contact the Registrar’s office and provide your new address.

Second Copy of the 1098-T form:
If you need a second copy of your 1098-T, you can print one off of the TRA Services website which is www.tra.pearsongov.com. To use this website you need a pin number and school ID. The initial pin number is the last four digits of your social security number which is printed on the lower left hand corner of the 1098-T statement. The school ID number for Prairie View A&M University is 00363000.
Prairie View A&M University posts a detailed breakdown of the qualified and unqualified charges on the student portal/Panthertracks of the university website (www.pvamu.edu). This detailed information is supplemental and is not reported to the IRS. All financial information that is posted on the web is summarized by type and academic term. In addition to the financial information, explanation of the charges is also provided there.

You can access this information by taking the following steps:

1. Click on the student portal/Panthertracks on the PVAMU website (www.pvamu.edu).
2. Enter Student Services and log on with your student ID and personalized pin number.
3. Click on the “CONTINUE” button and you will be taken to a new screen where under “Student Records” you will find the “IRS Form1098-T Information” option.
4. Click on the “IRS Form1098-T Information” option and you will be taken to the “1098-T Summary Information” screen.
5. Form the drop down menu choose the tax year that you are interested in and you can view the detailed break down of the “Qualified Tuition and Related Expenses” and also, the expenses that are not qualified for the tax purpose under the heading “Non-qualified Transaction”.

Information reported on form 1098-T:

On the 1098-T form, Prairie View A&M University reports student’s name, SSN, address and indicates if the student was a graduate student or at least half-time during the calendar year. The university reports the amount billed for qualified tuition and related expenses and not the actual amount that the student paid to the university during the calendar year. Since Prairie View A&M University does not identify payments on student account with specific charges, it is impossible to determine which payment is made towards the qualified expenses and which is made towards the unqualified expenses. Therefore, the university has elected to report amounts billed in Box 2 instead of payments received in Box 1. Students should use their personal records and university fee receipts to determine the actual amount paid toward the charges reported on the 1098-T statement.

Amounts included in Box 2, “Amounts billed for qualified tuition and related expense”:

This represents the amounts billed during the calendar year for qualified tuition and related expenses. The amount reported is the total amount billed less any reductions in charges made during the calendar year that relate to the amounts billed.
Amounts included in Box 3, “Adjustments made for a prior year”:

This represents any reduction in charges made for qualified tuition and related expenses processed during the calendar year that relate to amounts billed that were reported for a prior year.

Amounts included in Box 4, Scholarship and grants for a prior year:

This represents any reduction to the amount of scholarship or grants that were reported for prior year.

What to do if you do not receive the 1098-T Form:

Prairie View A&M University sends 1098-T form to every student except foreign students, from whom the university received payment for qualified tuition and related expenses. If you were enrolled at least half time in any semesters during the pervious calendar year, did not receive your 1098-T, and it is not available on the TRA Services website, contact the University at 936-857-2202.

How to get help in determining the eligibility for the educational tax credits:

Prairie View A&M University cannot determine if you qualify for a tax credit and is not allowed to give you tax advice. Please read the instructions on the 1098-T statement and obtain IRS publication 970 and Form 8863 or contact a tax professional about your personal income tax situation. The IRS website for the above form and publication is www.irs.gov/formspubs/index.html, and the IRS can be reached at 1-800-829-1040.