

## **NOTICE: IRS Form 1098T is Available NOW**

2019 IRS 1098T forms (Tuition Statement) were mailed on January 30, 2020

**Your Form 1098T is also available two other ways:**

1. You may access a copy of your 1098T by **logging on to the KPSAHS student portal**. From the portal you may view and print your 1098T.

**To access your 1098T on the Student Portal:**

- Go to: [www.mykpsahs.com](http://www.mykpsahs.com)
- Login: (Your user name is first name.last name)
- Click on “My Finance” on the left
- Click on “View 1098T”
- Click the link. You should see your 1098T and you may print the form from this screen.

2. You may **pick up a copy of your 1098T on campus** at 938 Marina Way South, Richmond CA

Let the receptionist know you would like **to speak with someone in Student Finance**

**Please continue to read important information related to your 1098T**

## **Please Note:**

### **1098T will not be issued for:**

- Students whose tuition is waived or paid entirely with scholarships.
- Students whose tuition is covered 100% by a formal billing arrangement between KPSAHS and your employer or a government entity, such as the Department of Veteran's Affairs or the California Department of Rehabilitation. For students whose tuition is partially funded, you will receive a 1098T if you made reportable tuition and fee payments

### **2019 1098T reporting:**

- **Box 1** – Total amount of payments received is reported on the 1098T net of refunds issued and payments made for insurance, NCCT test fee.
- **Box 2** – IRS requires that we no longer report tuition billed and, instead, report tuition and fees paid. This box is left blank on your 2019 1098T.
- **Box 4** – Amounts are entered here only to adjust amounts reported in 2018.
- **Box 5** – Amounts of scholarships/grants disbursed in 2019.
- **Box 6** – Amounts entered here only to adjust scholarships reported in 2018.
- **Box 7** – This box is checked if amounts reported include payments for the Winter 2020 quarter.
- **Box 8** – Checked if you attend(ed) school at least half time.

**KPSAHS does not use boxes 3, 9 or 10.**

**Please contact the Student Finance Office at (510) 231-4327 if you have additional questions.**