

# Student Tax Documents

## W-2 (Wages)

Student employees will receive their W-2 forms by **January 31** each year. To avoid delays, please contact the Payroll Office immediately if you have a change of address.

For questions or assistance, visit the Payroll Office website:

<https://www.tnstate.edu/businessoffice/Payroll.aspx#taxes>

## 1098-T (Tuition Statement – Education Tax Credits)

In accordance with the Taxpayer Relief Act of 1997 (TRA97), 1098-T tax statements will be available to students each year on **myTSU**. This form reports qualified tuition and related expenses and may be used to determine eligibility for education tax credits such as the **American Opportunity Tax Credit (AOTC)** or the **Lifetime Learning Credit**.

**Key boxes on the 1098-T include:**

- **Box 1:** Displays payments received during the calendar year for qualified tuition and related expenses. Expenses such as room and board, books, and supplies are generally excluded, as they do not qualify for these credits.
- **Box 5:** Shows the total amount of grants and scholarships applied toward qualified expenses, which may reduce the amount eligible for education tax credits.

1098-T statements are **not mailed**. Students should log into **myTSU** to access and print their 1098-T **by January 31**. Parents or guardians who need access should coordinate logon information directly with the student.

It is the responsibility of the student, parent, or guardian to report to the IRS the actual amounts paid out-of-pocket or with borrowed funds during the tax year for qualified tuition and related expenses.

For assistance, contact the Bursar's Office:

615-963-5600

[Bursar@tnstate.edu](mailto:Bursar@tnstate.edu)

## How to Access Your 1098-T

1. Log in to your **myTSU** account at <https://mytsu.tnstate.edu>
2. Click **Banner Services**
3. Select **Student Services**
4. Under **Student Accounts**, click **Tax Notification (1098-T)**
5. Select the appropriate **Tax Year**

If you experience issues accessing myTSU, contact the **Help Desk** at 615-963-7777.

## 1098-E (Student Loan Interest)

The 1098-E form reports interest paid on student loans, as required by the Taxpayer Relief Act of 1997 (TRA97), and is sent to students who have paid interest on **Perkins Loans** during the tax year.

Forms are available beginning in early January. Borrowers can view and download their 1098-E tax statements through the borrower portal at:

[www.studentchoiceconnect.com](http://www.studentchoiceconnect.com)

If you've had a change of address, it's important to contact **University Accounting Services** on 1-877 530-9782 to update your information.

For questions regarding the information reported on the **1098-T or 1098-E**, or for guidance on claiming education-related tax credits or deductions, please consult a qualified tax professional or the IRS at [www.irs.gov](http://www.irs.gov). Tennessee State University cannot provide tax advice or determine individual eligibility for tax benefits.