

# Student Tax Documents

## W-2 (Wages)

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

If you have any questions or need assistance, please visit the following link for more information: <https://www.tnstate.edu/businessoffice/Payroll.aspx#taxes>

## 1098-T (Hope and Lifetime Learning 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. These statements reflect amounts billed for qualified tuition and related expenses, which are used to determine eligibility for the Hope Scholarship Tax Credit or the Lifetime Learning Credit.

- **Box 2:** Displays the total amount of qualified tuition and related expenses charged during the calendar year. Please note that expenses such as room and board, books, and supplies are excluded, as they typically do not qualify for these credits.
- **Box 5:** Shows the total amount of grants and scholarships applied toward these expenses, which generally reduces the amount of qualified expenses eligible for the credits.

As these statements will not be mailed, students should log into myTSU at <http://mytsu.tnstate.edu> to print their 1098-T tax statement by January 31st each year. Parents should coordinate logon information with students if needed.

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, please contact the Bursar's Office at (615) 963-5600 or via email at [Bursar@tnstate.edu](mailto:Bursar@tnstate.edu).

Your 1098-T tax notification is now available for you to access and print through myTSU. To retrieve your form, follow these steps:

1. Access your **"myTSU"** and log in to your account.
2. Select **Banner Services**
3. Click on the **"Student"** tab.
4. Select **"Student Account."**
5. Click on **"Tax Notification."**
6. Enter **2024** for the tax year.
7. Print your form for your records.

If you encounter any issues with your myTSU access, please contact the Help Desk at 615-963-7777. For questions about the reported amounts on your 1098-T, please contact the Bursar's Office at [Bursar@tnstate.edu](mailto:Bursar@tnstate.edu) or call 615-963-5600.

## **1098-E (Interest in Student Loans)**

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. If you've had a change of address, it's important to contact **University Accounting Services** at 1-844-877-8701 to update your information.

1098E documents will be available on January 8, 2025. Your borrowers can view their 1098E tax statements in the borrower portal at [www.UASConnect.com](http://www.UASConnect.com)

If PAPERLESS billing is set to Y, the borrower must retrieve their document from [www.uasconnect.com](http://www.uasconnect.com). **A paper copy will not be mailed to them.**

If PAPERLESS billing is set to N, all documents that are not viewed electronically by January 23, 2025 will be sent out via ground mail. The documents will be postmarked on or before January 31, 2025.

For further clarification on the 1098-E or 1098-T forms, or for information on claiming tax credits related to student loans, you should consult a **tax professional** or the **IRS** at [www.irs.gov](http://www.irs.gov), as Tennessee State University cannot provide tax advice or determine your eligibility for these credits.

## **Tax Form: 2024 1098E and Document Delivery Information**