

## EDUCATIONAL TAX CREDIT INFORMATION

**A 1098T TO CLAIM AN EDUCATIONAL TAX CREDIT CAN BE AT YOUR FINGERTIPS WHEN YOU WANT IT. ALL YOU HAVE TO DO IS FOLLOW THE GUIDE BELOW.**

Not sure what the Education Tax Credit is! Check out the IRS website listed below or check with your tax preparer to see what Education Tax Credits are available and how they will benefit you when preparing your yearly taxes.

<b>Campus-Connection Login</b>	<p>Login and login information can be found at:  <a href="http://www.bismarckstate.edu/campusconnection/">http://www.bismarckstate.edu/campusconnection/</a>          Select "ENTER CampusConnection Portal"</p>
<b>Grant Consent</b>	<p>Students who "grant consent" to receive their 1098T's electronically will not receive a paper copy of their 1098T through the mail. Documents will be available online through CampusConnection 24/7 to all current and former students.</p> <ol style="list-style-type: none"> <li>1. Log into Campus Connection:</li> <li>2. Select "Campus Finances"</li> <li>3. Select "View 1098-T"</li> <li>4. Click "Grant Consent"</li> <li>5. Read the 1098-T Consent Agreement and check the agreement box</li> <li>6. Click "Submit"</li> </ol> <p>Students wishing to revoke consent at a later date may contact BSC Student Finance Services at 701-224-5691 or at <a href="mailto:bsc.student.finance@bsc.nodak.edu">bsc.student.finance@bsc.nodak.edu</a></p> <p>If you are attending more than one NDUS institution, the consent will apply at all 11 NDUS institutions you are or will be attending.</p>
<b>View 1098T's Online</b>	<p>Students who "Grant Consent" will have the ability to view and print copies of their 1098-T tax forms online.</p> <p>Tax information from Tax Year 2006 on is available to all current and former students through CampusConnection.</p>
<b>My 1098T is not viewable after granting consent</b>	<p>Student's who opted out of providing a Social Security Number when the initial BSC Application for Enrollment was submitted will not have a 1098T available. Check to see if this is the reason you do not have a 1098T available by following the steps listed:</p> <ol style="list-style-type: none"> <li>1. Log into CampusConnection</li> <li>2. Select "Campus Personal Information"</li> <li>3. Select "Personal Data Summary"</li> <li>4. Select "Demographic Data" under Personal Information</li> <li>5. Check to see if a National ID is listed under National Identification</li> </ol> <p>If your National ID (Social Security Number) is not listed you will need to provide all of the following:</p> <ol style="list-style-type: none"> <li>1. Legible copy of a Picture ID ( ex. Driver's License) and</li> <li>2. Legible copy of your Social Security card or Passport</li> <li>3. Day time phone number in case copies are not legible.</li> </ol> <p>Send to Attn: Mary of these options:          Fax: 701-224-5550          Email: <a href="mailto:mary.eisenbraun@bsc.nodak.edu">mary.eisenbraun@bsc.nodak.edu</a>          Mail: Attn: Mary, BSC Student Finance Services at PO Box listed above.</p> <p>Social Security information received after January 31st will be charged a \$25.00 processing fee.</p>
<b>Mailing Forms</b>	<p>Students who have not granted consent by the 15<sup>th</sup> of January following the previous tax year will be mailed a paper copy of their 1098T to their Billing/Mailing/Home address as listed in CampusConnection. Students should review their address information in CampusConnection prior to the above date to ensure that it is accurate. (If you do not have a Billing address listed it will be sent to Mailing and if you do not have a Billing or Mailing address listed it will be sent to Home)</p> <p>Go to Student Center &gt; Personal Information.</p> <p>1098T Forms will be mailed during the last week in January to those who have not granted consent.</p>

<p><b>Print Duplicate Copies</b></p>	<p>BSC Student Finance Services will not mail duplicate copies after the initial mailing of forms. If students did not receive their forms, students can access it online:</p> <ol style="list-style-type: none"> <li>1. Log into Campus Connection</li> <li>2. Select "Campus Finances"</li> <li>3. Select "View 1098-T"</li> <li>4. Select the preferred Tax Year</li> <li>5. Print</li> </ol>
<p><b>Tax Information Links</b></p>	<p>Information on education tax benefits:  <a href="http://www.irs.gov">http://www.irs.gov</a></p> <p>Obtain or view the following for education tax benefits: IRS Publication 970 and IRS Form 8863.</p> <p>IRS phone: 1-800-TAX-FORM</p> <p>U.S. Department of Education: <a href="http://www.ed.gov/index.jsp">http://www.ed.gov/index.jsp</a></p> <p>For additional information, please contact your tax advisor.</p>
<p><b>Canadian Tax Information</b></p>	<p>Canadian students may bring any Canadian tax forms directly to the Registrar's Office for completion. The student can obtain these forms from their tax person or go to:  <a href="http://www.ccra-adrc.gc.ca/formspubs/menu-e.html">http://www.ccra-adrc.gc.ca/formspubs/menu-e.html</a></p>