

# Processing 1098-Ts

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# AGENDA

- Review Banner's 1098-T Forms
- Discuss the Order of Set-up
- Review the Processes required to produce 1098-Ts

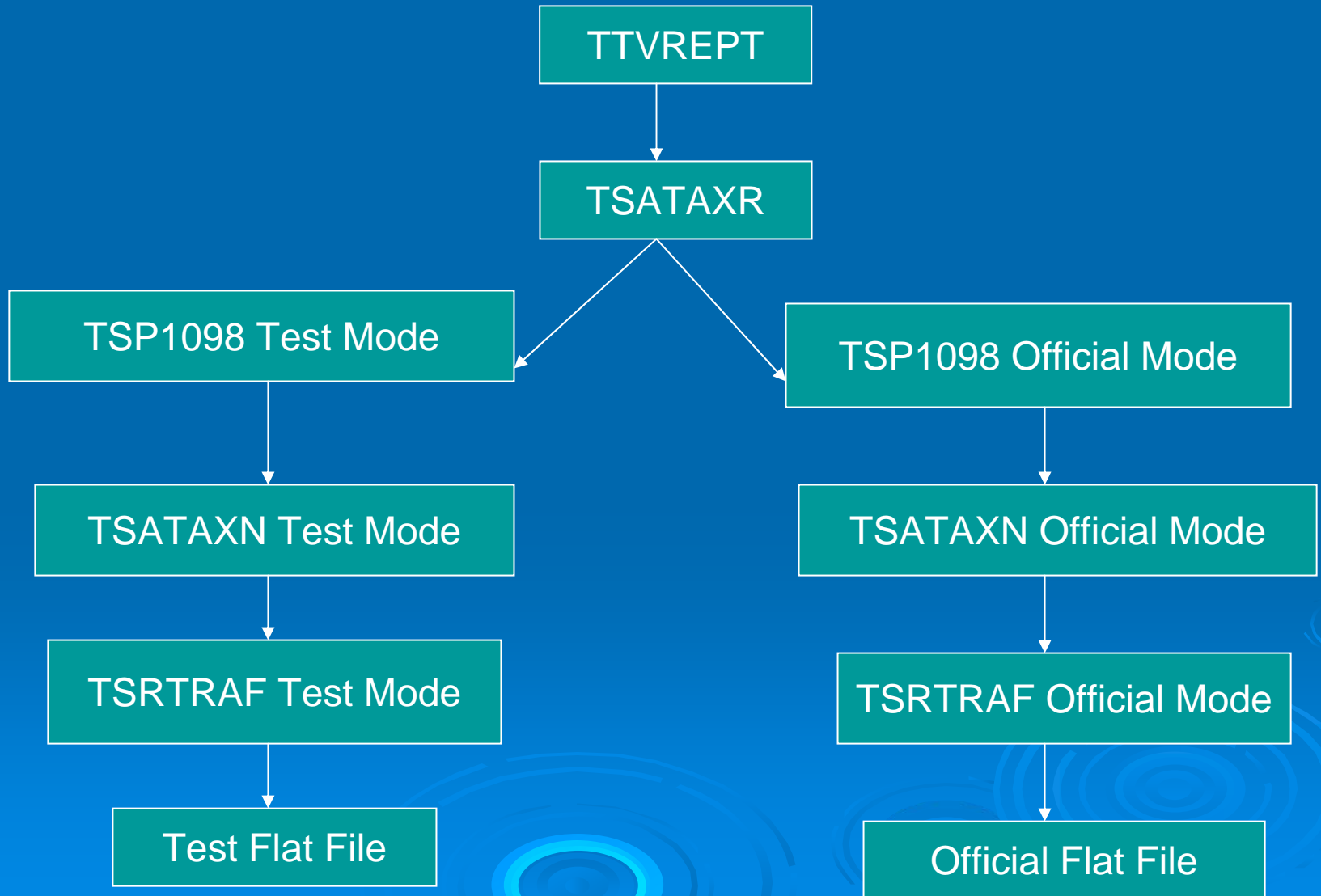
\*Note: AVC uses a third party vendor for printing and mailing 1098-T forms.

\*\* Thanks to Raj Doshi

# Tax Relief Act (TRA)

- Tax Relief Act of 1997 became law in December 2002
- Requires post secondary institutions to collect and report information to taxpayer and the IRS
- Banner provides the processes necessary to comply with IRS reporting requirements relating to the Hope Scholarship Credit and Lifetime Learning Credit. Banner processing supports the “Amounts Billed” option for reporting Qualified Tuition and Related Expenses.”
- <http://www.house.gov/jct/x-79-02.pdf>
- <http://www.filetax.com/97taxact.html#education>

# 1098-T Processing Flow at AVC



# 1098-Ts at AVC

- Create Tax Rules
- Build Tax Rules
- Run TSP1098
  - Test Mode
  - Official Mode
- Run TSRTRAF
  - Test Mode
  - Official Mode
- Send File to Vendor for printing and mailing

# Forms & Processes

TTVRPET – Tax Report Validation Form

Used to create tax rule codes

TSATAXR – Tax Reporting Rules

Used to build tax rules

TSA1098\* – Tax Information Form

Used to enter Payer information

TSP1098 – Extract & Calculate Amounts

TSATAXN – Review Amounts produced by TSP1098

TSR1098\* – Print 1098-Ts/ Generate IRS File

TSRTRAF – Print Student Details/ Generate Third-Party Flat File.



# Tax Rules

- Reportable Rules - required
  - Qualified Charges Billed
  - Scholarships or Grants
- Supplemental Rules - optional
  - For example: identify eligible transactions reported in different tax years when the same term is included in one year's rule as future and the subsequent year's rule as current.

# TSATAXR

## Tax Reporting Rules

- Build Rules to be associated with each rule code from TTVREPT

The screenshot displays the Oracle Developer Forms Runtime interface for the TSATAXR application. The main window shows the 'Tax Reporting Rules' configuration page. A red arrow points from the 'Tax Report Code' dropdown menu to the 'CHGS' entry in the 'Tax Report Validation (TTVREPT)' dialog box. The dialog box contains a table with the following data:

Code	Description	Activity Date	User ID
CHGS	Student Charges Billed	19-JAN-2004	KMERGLIANO
SG	Scholarships and Grants	19-JAN-2004	KMERGLIANO
SUPL	Supplemental	19-JAN-2004	KMERGLIANO

The main window also shows the 'Tax Rules' section with the following fields:

- Report Code: Supplemental
- Start Date: [Calendar Icon]
- End Date: [Calendar Icon]
- Self-Service:  Total Charges,  Total Credits,  Total Access,  Detail Access

At the bottom of the window, the status bar indicates 'Choices in list: 3' and 'Record: 1/1'.

# TSATAXR

The screenshot shows the Oracle Developer Forms Runtime - Web interface for TSATAXR. The window title is "Oracle Developer Forms Runtime - Web: Open > TSATAXR". The browser address bar shows "Tax Reporting Rules TSATAXR 7.3.0.1 (AVCPROD)".

At the top, there are fields for "Tax Report Code" (CHGS) and "Student Charges Billed", and a "Tax Year" field (2007).

Below this, there are three main sections:

- Terms in Tax Year Future:** A list of terms with checkboxes. 200810 is selected.
- Tax Rules:** Includes "Report Code" (Qualified Charges Billed), "Start Date" (01-JAN-2007), and "End Date" (31-DEC-2007). There are radio buttons for "Total Charges" (selected) and "Total Credits".
- Self-Service:** Includes checkboxes for "Enable 1098T" and "Not Used".

The main data area contains two tables:

Category Code	Description	User ID	Activity Date
FEE	Registration Fees	CWILDE	23-JAN-2008
TUI	Registration Tuition	CWILDE	23-JAN-2008

Exclusions	Detail Code	Description	User ID	Activity Date
			KMERGLIANO	25-SEP-2008

Detail Code	Description	User ID	Activity Date
BOGG	BOGG Fee Waiver	CWILDE	23-JAN-2008

At the bottom, there is a status bar with "Term Codes; Press LIST for valid codes." and "Record: 5/6".

Tax Rule Code - TTVREPT

Terms in tax year and terms beginning in first three months of following tax year

TTVDCAT\_CODE

Automatically selected based on Tax Report Code.

Available on Web

Code for the detail to include for the selected tax report code. AVC treats BOGs as exemptions.





# TSATAXR

Tax Rule Code -  
TTVREPT

Terms in tax year  
and terms beginning  
in first three months  
of following tax year

TTVDCAT\_CODE

Oracle Developer Forms Runtime - Web: Open > TSATAXR

File Edit Options Block Item Record Query Tools Help

Tax Reporting Rules TSATAXR 7.3.0.1 (AVCPROD)

Tax Report Code: CHGS Student Charges Billed Tax Year: 2007

Terms in Tax Year Future

200750    
 200770    
 200810

Tax Rules

Report Code: Qualified Charges Billed   
 Start Date: 01-JAN-2007   
 End Date: 31-DEC-2007

Self-Service

Total Charges   
  Total Credits   
  Enable 1098T   
  Not Used

Category Code

Sum by Category	Sum by Detail Code	Category Code	Description	User ID	Activity Date
<input type="checkbox"/>	<input type="checkbox"/>	FEE	Registration Fees	CWILDE	23-JAN-2008
<input type="checkbox"/>	<input type="checkbox"/>	TUI	Registration Tuition	CWILDE	23-JAN-2008
<input type="checkbox"/>	<input type="checkbox"/>				

Exclusions

Detail Code	Description	User ID	Activity Date
		KMERGLIANO	25-SEP-2008

Detail Code

Sum by Detail Code	Detail Code	Description	User ID	Activity Date
<input type="checkbox"/>	BOGG	BOGG Fee Waiver	CWILDE	23-JAN-2008
<input type="checkbox"/>				
<input type="checkbox"/>				

Term Codes; Press LIST for valid codes.  
Record: 5/6 ... <OSC>

Automatically  
selected based  
on Tax Report  
Code.

Available  
on Web

Detail Code (TSADETC) to include for the selected tax report code.  
Used when the Detail code is not associated with the Category Code.  
AVC treats BOGs as exemptions.

# TSATAXR

## Scholarships & Grants

Category Code = FA

BOGG included with CHGS  
Thus excluded from SG

Oracle Developer Forms Runtime - Web: Open > TSATAXR

File Edit Options Block Item Record Query Tools Help

Tax Reporting Rules TSATAXR 7.3.0.1 (AVCPROD)

Tax Report Code: SG Scholarships and Grants Tax Year: 2007

Terms in Tax Year: Future  
200710  
200730  
200750

Tax Rules  
Report Code: Scholarships or Grants  
Start Date: 01-JAN-2007  
End Date: 31-DEC-2007

Self-Service  
 Total Charges  
 Total Credits  
 Not Used  
 Not Used

Category Code	Description	User ID	Activity Date
FA	Financial Aid	CWILDE	23-JAN-2008

Exclusions	Detail Code	Description	User ID	Activity Date
	BOGG	BOGG Fee Waiver	CWILDE	23-JAN-2008

Detail Code	Description	User ID	Activity Date
		KMERGLIANO	05-OCT-2008

Term Codes; Press LIST for valid codes.  
Record: 1/?

# TSA1098

Used to enter Payer information

The screenshot displays a web browser window titled "Oracle Developer Forms Runtime - Web: Open > TSA1098". The browser's address bar shows "1098-T Tax Information TSA1098 7.2 (AVCPROD)". The main content area contains a form titled "Transmitter Information".

**Transmitter Information**

Transmitter's TIN:   Foreign Indicator

Transmitter Control Code:

Transmitter Company Name:

Mailing Address:

City:

State or Province:

ZIP or Postal Code:

Nation:

Transmitter Name:

Contact Name:

Phone:   Extension:

Email Address:

The 9 digit tax identification number of the transmitter

Record: 1/1 | ... | <OSC>

# TSP1098

➤ Pulls data from Banner and populates TSATAXN / TTBTAXN

➤ Run in TEST mode FIRST

➤ Confirm Rules

Number	Parameters	Values
01	Process Run Mode	T
02	Tax Year	
03	Re-run Indicator	B
04	Enroll Codes to Exclude	
05	Name Type code	
06	Address Selection Date	26-SEP-2008
07	Address Type Code	
08	SSN Hierarchy	1

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
O - Run Process in Official Mode, T - Run Process in Test Mode

# TSATAXN

Contains data created by TSP1098

Student Tax Notification Information

Detail of Charges Billed

Detail of Adjustments to Prior Charges

Detail of Scholarships or Grants

Detail of Adjustments to Prior Scholarships or  
Grants

Supplemental Rule Totals

# TSATAXN

Student Tax Notification TSATAXN 7.3.0.1 (b\_PREP)

Tax Year: 2007 ID:  Angela

---

### Student Tax Information

Last Name:   
 First Name: Angela  
 Address:   
  
  
 City: Lancaster  
 State/Province: CA Zip/Postal Code: 93536  
 Nation:

SSN:   
 Middle Name: La  
 Activity Date: 24-JAN-2008  
 User ID:

	<b>Charges Billed</b>	<b>Scholarships or Grants</b>
<b>Eligible Amounts</b>	<b>Box 2:</b> <input type="text"/> 33.00	<b>Box 5:</b> <input type="text"/> 8,532.00
<b>Adjustments</b>	<b>Box 4:</b> <input type="text"/> 80.00	<b>Box 6:</b> <input type="text"/> .00

Includes January-March  
 Half Time Enrollment  
 Graduate Student  
 Method Changed

Remove Notification  
 Student Notification:  Sent  
 IRS Report:  File Created

Date:  24-JAN-2008  
 Date:  24-JAN-2008  
 Date:  24-JAN-2008

Detail of Adjustments to Prior Charges TSATAXN 7.3.0.1 (AVCPROD)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
200810	-80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOGG	BOGG Fee Waiver		
200810	.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FEES	Class Fees		
200810	.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STRF	Student Representative Fee		
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				

# TSATAXN

Detail of Charges Billed TSATAXN 7.3.0.1 (b\_PREP)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
200830	-260.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOGG	BOGG Fee Waiver		
200830	260.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FEES	Class Fees		
200830	1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STRF	Student Representative Fee		
200770	-320.00	<input type="checkbox"/>	<input type="checkbox"/>	BOGG	BOGG Fee Waiver		
200770	320.00	<input type="checkbox"/>	<input type="checkbox"/>	FEES	Class Fees		
200770	15.00	<input type="checkbox"/>	<input type="checkbox"/>	PK1	Parking		
200770	1.00	<input type="checkbox"/>	<input type="checkbox"/>	STRF	Student Representative Fee		
200750	-140.00	<input type="checkbox"/>	<input type="checkbox"/>	BOGG	BOGG Fee Waiver		
200750	140.00	<input type="checkbox"/>	<input type="checkbox"/>	FEES	Class Fees		
200750	1.00	<input type="checkbox"/>	<input type="checkbox"/>	STRF	Student Representative Fee		
200730	-160.00	<input type="checkbox"/>	<input type="checkbox"/>	BOGG	BOGG Fee Waiver		
200730	160.00	<input type="checkbox"/>	<input type="checkbox"/>	FEES	Class Fees		
200730	15.00	<input type="checkbox"/>	<input type="checkbox"/>	PK1	Parking		
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
<b>Total:</b>	33.00						

Detail of Scholarships or Grants TSATAXN 7.3.0.1 (b\_PREP)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
200770	776.00	<input type="checkbox"/>	<input type="checkbox"/>	CALB	Cal Grant B		
200770	2,155.00	<input type="checkbox"/>	<input type="checkbox"/>	PELL	Federal Pell Grant		
200730	775.00	<input type="checkbox"/>	<input type="checkbox"/>	CALB	Cal Grant B		
200730	2,025.00	<input type="checkbox"/>	<input type="checkbox"/>	PELL	Federal Pell Grant		
200670	776.00	<input type="checkbox"/>	<input type="checkbox"/>	CALB	Cal Grant B		
200670	2,025.00	<input type="checkbox"/>	<input type="checkbox"/>	PELL	Federal Pell Grant		
		<input type="checkbox"/>	<input type="checkbox"/>				

# TSRTRAF

## Produces the Flat File

Run in Test Mode. This is the test file that would be sent to a third party vendor

AVC uses Pearson for 1098 printing and mailing. After Pearson runs our test file, they move us to production status.

Oracle Application Server Forms Services - Microsoft Internet Explorer

Address: <http://xena.avc.edu:7777/forms/frmservlet?config=avcprep>

**Printer Control**

Printer:  Special Print:  Lines: 59 Submit Time:

**Parameter Values**

Parameter Number	Parameters	Values
01	Tax Year	2006
02	Run Mode (O)fficial (T)est	T
03	Student Notification Date	
04	Print Reported Details (Y/N)	N
05	Print Supplemental Detail	
06	Print Sort Option	1
07	Generate Flat File (Y/N)	Y
08	OPE ID Code	00111300

LENGTH: 4 TYPE: Number O/R: Required M/S: Single  
Enter Tax Year (YYYY)

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

Destination Printer, DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 | ... | List of Valu... | <OSC>

Opening [http://xena.avc.edu:7777/forms/frmservlet?jsessionid=0a01017130d6a007ddb242954aa88f25ad03d0cda5d5\\_e345bhyRaNqNaO0LbxITbh0](http://xena.avc.edu:7777/forms/frmservlet?jsessionid=0a01017130d6a007ddb242954aa88f25ad03d0cda5d5_e345bhyRaNqNaO0LbxITbh0) Internet

# TSP1098

## ➤ Run in Official Mode

Process Submission Controls: GJAPCTL 7.4.1.1 (b\_PREP)

Process: TSP1098 1098 Student Tax Notification Parameter Set: 2006 1098 OFFIC

**Printer Control**

Printer: Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Process Run Mode	O
02	Tax Year	2006
03	Re-run Indicator	B
04	Enroll Codes to Exclude	
05	Name Type code	
06	Address Selection Date	09-JAN-2007
07	Address Type Code	1MA
07	Address Type Code	2BI

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
O - Run Process in Official Mode, T - Run Process in Test Mode

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 ... List of Valu... <OSC>

# TSRTRAF

➤ Produces the Flat File

Official Mode

Process Submission Controls GJAPCTL 7.4.1.1 (b\_PREP)

Process:   Parameter Set:

---

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

---

**Parameter Values**

Number	Parameters	Values
01	Tax Year	2006
02	Run Mode (O)fficial (T)est	O
03	Student Notification Date	
04	Print Reported Details (Y/N)	N
05	Print Supplemental Detail	
06	Print Sort Option	1
07	Generate Flat File (Y/N)	Y
08	OPE ID Code	00111300

---


**Submission**


Save Parameter Set as Name:  Description:   Hold  Submit

Save Entered Parameters; CHECK to save.  
Record: 1/1 | ... | <OSC>

# 1098-T on WEB


## Tax Notification 2007

 This is the information which has been, or will be, reported to the IRS on Form 1098-T. If you believe that information is incorrect, please contact the Bursar's Office immediately. You can update address and/or taxpayer information on the Student Tax Information page.

 A representation of the Tuition Statement form 1098-T is shown below. This important tax information has been forwarded for processing. Select links on the reported amounts to review the associated detail.

### Form 1098-T

<b>FILER's name, address, and contact phone number</b>		<b>1 Payments Received</b>	<b>2007</b>
		<b>2 Amounts Billed for qualified tuition and related expenses</b> 442.00	
<b>FILER's Federal Id</b>	<b>Student SSN</b> 123456789	<b>3 Check if reporting method has changed for 2007</b> [ ]	
<b>STUDENT's name, street</b> Collin Mallery 3041 West Avenue K Lancaster, CA 93536 United States of America		<b>4 Adjustments</b> 34.00	<b>5 Scholarships or Grants</b>
		<b>6 Adjustments to Scholarships</b>	<b>7 Check if box 2 includes amounts for academic period beginning Janu March 2008</b> [X]
<b>Service Provider/Acct. No. (opt)</b>	<b>8 Check if at least half time student</b> [ ]	<b>9 Check if a graduate student</b> [ ]	<b>10 Reimbursements from insurance contract</b>

 Select links on the Tax Report Descriptions below to see additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.

### Supplemental Information

**Hard Copy Mailed:** Jan 24, 2008

### Detail of Amounts Billed

Term	Code Description	Amount Pro-rata
200830	Spring 2008 - Begins in 2008	
	FEES Class Fees	\$440.00
	STRF Student Representative Fee	\$1.00
	Term Total:	\$441.00

# Tips & Tricks

- Regulatory changes released in November
- Training Workbook
- Tax Relief Act (TRA) 1098-T Reporting Handbook
- Test in non-production environment
- IF TSP1098 is run in Official mode before you really wanted the official run..

Bake something scrumptious for your programmer/DBA and while they are enjoying that tasty treat, ask if they could run this code for you.

```
update TTBAXN
set TTBAXN_TEST_MODE_IND = 'Y'
where TTBAXN_TAX_YEAR = &year;
```

# Thank You

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The background features several decorative elements consisting of concentric circles in shades of blue, resembling ripples in water. These circles are positioned in the lower half of the slide, with one large set on the left and two smaller sets on the right.