## View 1098-T

*Note to Alumni and Former Students:* PeopleSoft Self Service Access is provided for a period of five (5) years beyond a student's graduation or separation date. You must use the network logon ID you had as a student for access. If you do not remember your network logon ID, please contact:

- LSU Health Shreveport graduate/former student, please call the Shreveport Service Desk at (318) 675-6506
- LSUHSC New Orleans graduate/former student, please call the New Orleans Help Desk at (504) 568-HELP or (800) 303-3290

Please refer to the **Sign On and Sign Off Instructions** for additional information on signing on to PeopleSoft.

## To view and/or print your 1098-T:

1. Click the **Student Center Fluid** tile.

The system will default you on the Course History page of the Academics section.



2. The system defaults you into the Academics Course History option.
Click the drop-down button to the right of the Academics button to close the menu.
Click the drop-down button to the right of the Finances button to open the menu.



3. Click the **View 1098-T** list item.



4. The system defaults you into the *Account Services* tab.

Click the Navigation Area button to close the menu.

In the **1098-T Report Selection** area, students can view the *Tax Year, Version, Federal Tax ID, Description, Printed Date* and *Transmittal Date* for each available 1098-T.

| ←∣© ♡                       |     |                         |                                     |  |                                      |                        |                |    | Ĉ | Û | Û. |
|-----------------------------|-----|-------------------------|-------------------------------------|--|--------------------------------------|------------------------|----------------|----|---|---|----|
| Student Center Fluid        |     |                         |                                     |  |                                      |                        |                |    |   |   |    |
| Academics                   | ~ ^ | John Doe                | 6088571                             |  |                                      |                        |                |    |   |   |    |
| Finances                    | ^   | Account                 | Inquiry Electron                    | nic Payments/Purchases                               | Account Services                     |                        |                |    |   |   |    |
| Charges Due                 |     | View 10                 | 98-T                                |  |                                      |                        |                |    |   |   |    |
| Account Balance             |     | Years list              | d indicate which 10                 | 98-T statements are av                               | ailable for you to access. Please no | te that the Printed    |                |    |   |   |    |
| Make a Payment              |     | Tuition St<br>on the An | atement. To view th<br>iount field. | ars you received a pape<br>e details, select the Boy | Amount Tab. View the details by s    | electing the hyperlink |                |    |   |   |    |
| Payment History             |     | Note:<br>1. If you      | use a pop-up blocke                 | r, you will have to disab                            | le it to display your 1098-T.        | fact your Burgar's     |                |    |   |   |    |
| View 1098-T                 |     | office sho              | uld you need more i                 | nformation.  | mailorris not available. Please con  | tact your bursars      |                |    |   |   |    |
| View Student Permissions    |     | 1098-T R                | eport Selection                     | nt ∥⊳  |                                      |                        |                |    |   |   |    |
| View/Print Invoice          |     | Tax Year                | Version                             | Federal Tax ID                                       | Description                          | Printed Date           | Transmittal Da | te |   |   |    |
| College Financing Plan - SS |     | 2022                    | Original                            |  | LSU Health Sciences Center           |                        | 01/19/2023     |    |   |   |    |
| Summary                     |     | 2021                    | Original                            |  | LSU Health Sciences Center           |                        | 01/26/2022     |    |   |   |    |
| Outside Aid                 |     | 2020                    | Original                            |  | LSU Health Sciences Center           |                        | 02/08/2021     |    |   |   |    |
| Accept/Decline              |     | 2019                    | Original                            |  | LSU Health Sciences Center           | 01/27/2020             | 02/20/2020     |    |   |   |    |
| Disbursements               |     | 2018                    | Original                            |  | LSU Health Sciences Center           | 01/30/2019             | 03/18/2019     |    |   |   |    |

5. Click the 2022 Tax Year link to view and print its 1098-T.
Click the printer icon on your browser to print the 1098-T on your default printer.
NOTE: Make sure you disable the pop-up blockers to display your 1098-T.

| 1098-T R | eport Selection        |                |                            |              |                  |
|----------|------------------------|----------------|----------------------------|--------------|------------------|
| Gene     | eral Box <u>A</u> mour | it li⊳         |                            |              |                  |
| Tax Year | Version                | Federal Tax ID | Description                | Printed Date | Transmittal Date |
| 2022     | Original               |                | LSU Health Sciences Center |              | 01/19/2023       |
| 2021     | Original               |                | LSU Health Sciences Center |              | 01/26/2022       |
| 2020     | Original               |                | LSU Health Sciences Center |              | 02/08/2021       |
| 2019     | Original               |                | LSU Health Sciences Center | 01/27/2020   | 02/20/2020       |
| 2018     | Original               |                | LSU Health Sciences Center | 01/30/2019   | 03/18/2019       |

6. View the 2022 1098-T. Click the SSF\_SS\_1098T.pdf Close Tab button.

| View 1098-T ×  | SSF_SS_1098T.pdf (SECUR                   | ED) × +  |                              |   |           | -                                       | ٥   |               |
|--|---|--|------------------------------|---|-----------|---|---|---------------|
|  |   |  |                              |   |           |   |   |               |
|  | COR                                       | RECTED   |                              |   |           |   |   |               |
| ER'S name, street address, city or to<br>sign postal code, and telephone num | wn, state or province, country, Ze<br>ber | P or 1 Payments re<br>qualified tuit<br>expenses | ceived for<br>on and related | OMB No. 1545-1574   |           |   |   |               |
| SU Health Sciences Center<br>33 Bolivar St.                                  |   | \$ 33323.95                                      |                              | 2022  |           | Tu<br>State                             | uition<br>ment                                  | 1<br>t        |
| lew Orleans LA   | 70112-7021                                |  |                              | Form 1098-T   |           |   |   |               |
| Counting Services  | 504/568-4815                              |  |                              | Pom 1000-1  | L         | -                                       | anu D   | 5             |
| en o employer benuncation no.  | *****1000                                 | 1  |                              |   |           | For S                                   | tudent  | t             |
| JDENT'S name   |   | 4 Adjustments<br>prior year                      | made for a                   | 5 Scholarships or gran  | nts       | This is tax in                          | important                                       | t             |
|  |   | \$   |                              | \$  |           | an                                      | d is being                                      | 9             |
| vet address (including apt. no.)   |   | 6 Adjustments<br>scholarships<br>for a prior ye  | to<br>or grants<br>ar        | 7 Checked if the amou<br>in box 1 includes<br>amounts for an<br>academic period | int       | furnisi<br>IRS.<br>must b<br>complete F | ed to the<br>This form<br>e used to<br>orm 8863 | B<br>D<br>D   |
| / or town, state or province, country,                                       | , and ZIP or foreign postal code          | - L.   |                              | beginning January-  |           | to claim of                             | ducation  | n             |
| iver Ridge LA  | 70123-8603 USA                            | \$   |                              | March 2023  |           | credits. Giv                            | e it to the                                     | 8             |
| vice Provider/Apct. No. (see instr.)   | 8 Checked if at least                     | 9 Checked if a                                   | graduate                     | 10 Ins. contract reimb.   | /refund   | prepare the t                           | ax return                                       | í.            |
| 6088571  |   | ✓ student  |                              | \$  |           |   |   |               |
| 6088571<br>1098-T (kai   | ap for your records)                      | student  | graduate                     | S Department of the T   | reasury - | prepare t                               | he t  | he tax return |

7. Click the **Box Amount** tab to view box amounts displayed on the 1098-T statement. View Box Amount details by clicking the appropriate *Payments Received* hyperlink. If no hyperlinks display in the *Payment Received* column, then the detail information is <u>not</u> available.

| 1098-T      | Report Selection |                      |               |                           |                           |                                 |
|-------------|------------------|----------------------|---------------|---------------------------|---------------------------|---------------------------------|
| <u>G</u> er | neral Box Am     | ount ∥⊳              |               |                           |                           |                                 |
| Tax<br>Year | Version          | Payments<br>Received | Amount Billed | Prior Year<br>Adjustments | Scholarships or<br>Grants | Prior Year Grant<br>Adjustments |
| 2022        | Original         | 33323.95             | 0.00          | 0.00                      | 0.00                      | 0.00                            |
| 2021        | Original         | 33323.95             | 0.00          | 0.00                      | 0.00                      | 0.00                            |

8. Click the **2022 Payment Received** link to view 2022 payment details. *NOTE: Users may click the Show all columns button (right arrow with two lines highlighted in purple) to view all General and Box Amount columns at one time.* 

| 1098-T<br><u>G</u> en | Report Selection | on<br>Amount 🕪       |               |                           |                           |                                 |
|-----------------------|------------------|----------------------|---------------|---------------------------|---------------------------|---------------------------------|
| Tax<br>Year           | Version          | Payments<br>Received | Amount Billed | Prior Year<br>Adjustments | Scholarships or<br>Grants | Prior Year Grant<br>Adjustments |
| 2022                  | Original         | 33323.95             | 0.00          | 0.00                      | 0.00                      | 0.00                            |
| 2021                  | Original         | 33323.95             | 0.00          | 0.00                      | 0.00                      | 0.00                            |

9. The 1098-T Box Amount Drilldown displays all payments received for the calendar year of 2022.

| -   0  | 9 0            |                                   |                             |                         |                                 |                     | È É     | (   |
|--------|----------------|-----------------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|---------|-----|
| tudent | Center FI      | uid                               |                             |                         |                                 | <i>a</i> , <i>a</i> |         |     |
| 1098   | -T Box An      | nount drilldown                   |                             |                         |                                 |                     |         |     |
| View   | / 1098-T - :   | 2022 - Payments Recei             | ved                         |                         |                                 |                     |         |     |
| View 1 | 1098-T - 202   | 2 - Payments Received             |                             |                         |                                 |                     |         |     |
|        | ltem<br>Amount | Description                       | Account Type                | Term                    | Actual Billing Date Date Posted | Pay                 | ment Da | ate |
| 1      | 75.00          | Fed DL Unsub Staf Dent/Med<br>#1N | Equipment, Lab, & Tech Fees | Spring-New Orleans 2022 |                                 | 01/                 | )6/2022 |     |
| 2      | 24.50          | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Spring-New Orleans 2022 |                                 | 01/                 | )6/2022 |     |
| 3      | 45.50          | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Spring-New Orleans 2022 |                                 | 01/                 | )6/2022 |     |
| 4      | 60.00          | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Spring-New Orleans 2022 |                                 | 01/                 | )6/2022 |     |
| 5      | 68.75          | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Spring-New Orleans 2022 |                                 | 01/                 | )6/2022 |     |
| 14     | 68.75          | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 15     | 125.00         | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 16     | 150.00         | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 17     | 232.00         | Fed DL Unsub Staf Dent/Med<br>#1N | General Fees                | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 18     | 15.00          | Fed DL Unsub Staf Dent/Med<br>#1N | Miscellaneous Fees          | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 19     | 50.00          | Fed DL Unsub Staf Dent/Med<br>#1N | Miscellaneous Fees          | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 20     | 322.00         | Fed DL Unsub Staf Dent/Med<br>#1N | Miscellaneous Fees          | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| 21     | 15687.73       | Fed DL Unsub Staf Dent/Med<br>#1N | Tuition                     | Fall-New Orleans 2022   |                                 | 08/                 | 20/2022 |     |
| Return | to View 1098-  | т                                 |                             |                         |                                 |                     |         |     |

Click the **Return to View 1098-T** link.

10. This completes View 1098-T.

| ←∣© ♡                       |     |                       |                             |                                   |                                      |                           | Û                |  |
|-----------------------------|-----|-----------------------|-----------------------------|-----------------------------------|--------------------------------------|---------------------------|------------------|--|
| Student Center Fluid        |     |                       |                             |                                   |                                      |                           |                  |  |
| Academics                   | ~ ^ | John Do               | e6088571                    |                                   |                                      |                           |                  |  |
| Finances                    | ^   | Accour                | t Inquiry                   | Electronic Payments/Purchase      | es Account Services                  |                           |                  |  |
| Charges Due                 |     | View 1                | x Form   <u>S</u><br>098-T  | tudent Permission                 |                                      |                           |                  |  |
| Account Balance             | - 1 | Years lis             | ted indicate                | which 1098-T statements are a     | available for you to access. Please  | e note that the Printed   |                  |  |
| Make a Payment              | . 1 | Tuition S<br>on the A | tatement. T<br>mount field. | To view the details, select the B | lox Amount Tab. View the details b   | y selecting the hyperlink |                  |  |
| Payment History             |     | Note:<br>1. If you    | use a pop-u                 | up blocker, you will have to dis  | able it to display your 1098-T.      | and and some Descende     |                  |  |
| View 1098-T                 |     | office sh             | ould you nee                | ed more information.              | iormation is not available. Please i | contact your Bursars      |                  |  |
| View Student Permissions    |     | II 1098-T F           | Report Sele                 | ection                            |                                      |                           |                  |  |
| View/Print Invoice          | - 1 | Tax Year              | Version                     | Federal Tax ID                    | Description                          | Printed Date              | Transmittal Date |  |
| College Financing Plan - SS |     | 2022                  | Original                    |                                   | LSU Health Sciences Center           |                           | 01/19/2023       |  |
| Summary                     |     | 2021                  | Original                    |                                   | LSU Health Sciences Center           |                           | 01/26/2022       |  |
| Outside Aid                 |     | 2020                  | Original                    |                                   | LSU Health Sciences Center           |                           | 02/08/2021       |  |
| Accept/Decline              |     | 2019                  | Original                    |                                   | LSU Health Sciences Center           | 01/27/2020                | 02/20/2020       |  |
| Disbursements               |     | 2018                  | Original                    |                                   | LSU Health Sciences Center           | 01/30/2019                | 03/18/2019       |  |
| Manage Accepted Awards      | -   |                       |                             |                                   |                                      |                           |                  |  |