Overview

Visit <u>the Cashier's website</u> for more information including when the 1098-T is available, criteria for receiving a 1098-T, and what is reported.

The Cashier's Office and Palomar College are unable to provide tax advice or guidance. For more information on the 1098-T form and other benefits for education, please <u>review IRS Publication 970</u>.

Instructions for Viewing and Printing the 1098-T

- 1. Navigate to Palomar.edu in your web browser.
- 2. Once on the Palomar website, click on "MyPalomar" in the top right corner of the page.



3. This will take you to a springboard with many options. Click on the MyPalomar Student Login in the top left corner.

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	P MyPalomar Student Login	(Dec Student	() CANVAS	Q Class Search	🔀 Student Email	
	Campus Map	Q Course Catalog	Enrollment Forms	Evaluations and Records Office	Financial Aid Office	
	Password Setup/Reset ID Help	Counseling Office	Faculty/Staff MyPalomar Login	MyDRC Faculty	C MyPalomar FAQs	

4. Enter your ID number and Password. Click Sign In.

	PALOMAR COLLEGE
MyPa	lomar(eServices) Login
P	alomar ID
P	assword
L	Password Setup/Reset ID Help Information
	Sign In

Accessing the 1098-T

5. Click on the Financials Menu on the left-hand side of your dashboard. Then Select "View 1098-T."

Back to	=	Financials		
Home		Account Activity		
↑ Dashboard		Activity Cards		
E Class Searches	~	Email Cashier's Office		
Course Information	~	Fee/Refund Information		
		MTS Transit Pass		
Schedule Builder		Palomar Promise		
My Schedule		Payment Plan Link		
😒 Manage My Schedule	~	Purchase Parking Permit		
Academics	~	VA Certification		
		View 1098-T		
		What I Owe		
Financial Aid	~			
Admissions	~			
My Information	~			
My Profile	~			

6. Click "Grant Consent" if you have not accessed the 1098-T prior.

Back	PALOMAR	≡	View 1098-T
	Schedule Builder My Schedule		
٢	Manage My Schedule	~	
Ŀ	Academics	~	
	Financials	^	
	Account Activity		
	Activity Cards		u 🖳 📈 🗶
	Email Cashier's Office		
	Fee/Refund Information		
	MTS Transit Pass		You have not consented to receive your 1098-T via on-line access.
	Palomar Promise		Select the Grant Consent push button to allow on-line receipt.
	Payment Plan Link		Creat Connect
	Purchase Parking Permit		Grant Consent
	VA Certification		
	View 1098-T	~	
	What I Owe		

7. Mark "Yes, I have read the agreement" and click "Submit"

1098-T Consent

I agree to receive my 1098-T Tax form electronically through on-line access. Clicking the 'Yes, I have read the agreement ' checkbox means you will no longer receive the 1098-T form via US mail. Click the Submit push button to always access your 1098-T on-line.

The agreement is dated: 10/20/2023, 3:09:16 PM



×

- 8. You are now viewing the 1098-T data
 - a. To change the year, click on the "year" option in the top left (GOLD)
 - b. To view and print the form, select "View PDF" in the top right (PURPLE)
 - c. To see what items are represented on the 1098-T, review the box amounts at the bottom (GREEN)

\$

View 1098-T

Year: 2022	~				View PDF
INFORMATION Version: Federal Tax ID: Institution:	Original 956002227 Palomar Community College	Printed Date: Transmittal Date:	03/17/2023 03/17/2023		
Box Amount					
> Payments Received				Total:	\$230.00
Amount Billed				Total:	\$0.00
Prior Year Adjustment	ts			Total:	\$0.00
Scholarships or Gran	ts			Total:	\$0.00
Prior Year Grant Adju	stments			Total:	\$0.00

9. When selecting the Purple "View PDF" option above, a 1098-T will generate in a new window. You can print this for your tax purposes.

FILER'S name, street address, city or town, sta foreign postal code, and telephone number Palomar Community College 1140 West Mission Rd	1 Payments received for qualified tuition and related expenses \$ 230.00 2	OMB No. 1545-1574	Tuition Statement		
San Marcos CA	92069				
Cashier's Office A-2	760/744-1150		Form 1098-T		
FILER'S employer identification no. STUDE	NT'S TIN	3		Copy B	
956002227				For Student	
STUDENT'S name		4 Adjustments made for a	5 Scholarships or grant	15	
		prior year		This is important	
				tax information	
		\$	\$	furnished to the	
Street address (including apt. no.)	6 Adjustments to	7 Checked if the amoun	IRS. This form		
		scholarships or grants	amounts for an	must be used to	
City or town, state or province, country, and ZI	for a prior year	academic period	complete Form 8863		
ony of torin, state of province, country, and 2	i ol loloigi postal code		beginning January-	to claim education	
-	USA	\$	March 2023	Credits. Give it to the	
Service Provider/Acct. No. (see instr.)	8 Checked if at least	9 Checked if a graduate	10 Ins. contract reimb./r	refund prepare the tax return	
	half-time student	student	\$	proport the tax retain.	
Form 1098-T (keep for ye	our records)	www.irs.gov/Form1098T	Department of the Tre	easury - Internal Revenue Service	