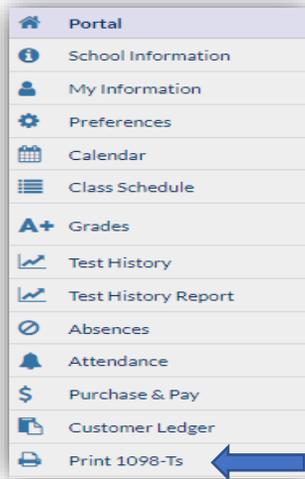
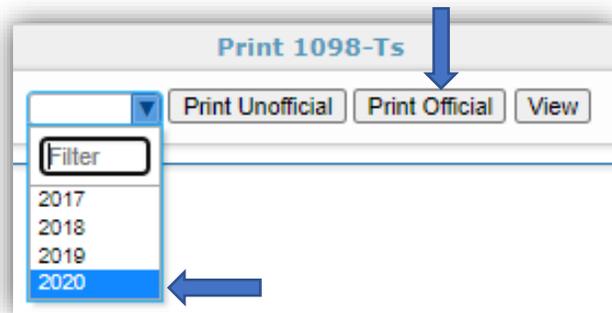


## PRINT THE OFFICIAL 1098-T TAX FORM FROM THE FOCUS STUDENT PORTAL

After logging into the student portal, select the option Print 1098-T's



Then select the 2020 year from the dropdown menu and click "Print Official"



Select the Print or Save option to obtain a printed or pdf version of the Official 1098T form

A sample Form 1098-T for the year 2020. The form is titled 'Form 1098-T' and includes the following information:

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	1 Payments received for qualified tuition and related expenses	OMB No. 1545-1574	<b>Tuition Statement</b>
FILER'S employer identification no. STUDENT'S TIN	2	2020 Form 1098-T	
STUDENT'S name	3 Adjustments made for a prior year	4 Scholarships or grants	<b>Copy B For Student</b> This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8853 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
Street address (including apt. no.)	5 Adjustments to scholarships or grants for a prior year	6 Checked if the amount in box 4 includes amounts for an academic period beginning January-March 2021	
City or town, state or province, country, and ZIP or foreign postal code	7	8	
Service Provider/Act. No. (see instr.)	9 Check if at least half-time student <input type="checkbox"/>	10 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund <input type="checkbox"/>

Form 1098-T (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

**You will not be able to print the 1098T form:**

- If you do not have a Social Security number on record; contact the school Registrar
- If you were not scheduled into a vocational course during the calendar year
- If you made no out-of-pocket payments during the calendar year