



IRS Form 1098-T – Tax Year 2025

It's time to prepare for your annual 1098-T filing. Form 1098-T is a tuition statement provided by eligible educational institutions to students and the IRS that report qualified tuition and related expenses paid by students, which may make them eligible for certain education-related tax credits.

As with most IRS requirements, these tax credits can be somewhat difficult for many tax filers. We recommend that schools advise students to consult a qualified tax advisor to determine which deductions or credits may apply to their individual circumstances.

Who must file?

You must file Form 1098-T if you are an **eligible educational institution**. An eligible educational institution is a college, university, vocational school, or other post-secondary educational institution that is described in section 481 of the Higher Education Act of 1965; and that is eligible to participate in the Department of Education's student aid programs. This includes most accredited public, nonprofit, and private post-secondary institutions. You must file a 1098-T report for each student you enroll and for whom a reportable transaction is made. If another person receives or collects payments of qualified tuition and related expenses on your behalf, the other person must file Form 1098-T. However, if the other person does not possess the information necessary to comply with the reporting requirements of Form 1098-T, then you must satisfy the reporting requirements of Form 1098-T.

When must you file?

Institutions must furnish 1098-Ts on paper or electronically to their students by January 31, 2026. Educational institutions may present the option to consent to receive Form 1098-T electronically as part of a global "Consent To Do Business Electronically," combining consent for electronic delivery of Form 1098-T. A complete filing of all 1098-Ts with the IRS is due electronically by March 31, 2026.

Starting in tax year 2024, institutions may use Form 15397, Application for Extension of Time to Furnish Recipient Statements, to request a one-time 30-day extension to provide copies of statements—including Form 1098-T—to recipients. This request must be submitted no later than the original due date for furnishing the statements and is typically done via fax.

Exceptions

You do not have to file Form 1098-T or furnish a statement for:

- Courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program.
- Nonresident alien students, unless requested by the student.
- Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships and grants; and
- Students whose qualified tuition and related expenses are covered by a formal billing arrangement between an institution and the student's employer or a governmental entity, such as the Department of Veterans Affairs or the Department of Defense.

What are the benefits of using GEMCOR'S 1098-T services?

Using GEMCOR's 1098-T preparation services provides institutions with enhanced compliance, efficiency, and cost savings. Our team ensures full alignment with IRS regulations, reducing the risk of penalties from reporting errors. By managing the entire process—from data consolidation to IRS submission—we save institutions time and internal resources. GEMCOR's quality control checks improve accuracy, while our scalable solutions adapt to enrollment changes and program growth. Outsourcing to GEMCOR also lowers labor and overhead costs, making 1098-T preparation smoother, more compliant, and cost-effective.

Please refer to page 2 of this newsletter for a detailed overview of the information required in each box of Form 1098-T.

Box 1. Payments Received for Qualified Tuition and Related Expenses

Enter the total amount of payments received for qualified tuition and related expenses from all sources during the calendar year. The amount reported is the total amount of payments received less any reimbursements or refunds made during the calendar year that relate to the payments received for qualified tuition and related expenses during the same calendar year. The amount reported is not reduced by scholarships and grants reported in box 5. Include in this box the receipt of a payment of past-due qualified tuition or related expenses from a previous calendar year, but only if the educational institution previously billed the student for such amount(s). Qualified tuition and related expenses are tuition, fees, and course materials required for a student to be enrolled at or attend an eligible educational institution.

The following are **not** qualified tuition and related expenses: Amounts paid for any course or other education involving sports, games, or hobbies unless the course or other education is part of the student's degree program or is taken to acquire or improve job skills, charges and fees for room, board, insurance, transportation, and similar personal, living, or family expenses.

Box 4. Adjustments Made for a Prior Year

Payments received. Enter reimbursements or refunds of qualified tuition and related expenses made during the calendar year that relate to payments received that were reported for any prior year after 2002. Example, a student receives a \$3500 Stafford loan payment for tuition in December 2024. This payment is reported on the 2024 1098-T Form. During 2025, a refund of \$1000 was made on the loan. This refund must be reported in Box 4 on the 2025 form to adjust the student's tax records reflecting a lesser loan amount applied to tuition.

Amounts billed. Enter any reductions in charges made for qualified tuition and related expenses made during the calendar year that relate to amounts billed that were reported for any prior year after 2002. These requirements also apply to an adjustment made in connection with a nonresident alien for which the educational institution filed and furnished a Form 1098-T for the prior year.

Box 5. Scholarships or Grants

Enter the total amount of any scholarships or grants that you administered and processed during the calendar year for the payment of the student's costs of attendance. Scholarships and grants generally include all payments received from third parties (excluding family members and loan proceeds). This includes payments received from governmental and private entities such as the Department of Veterans Affairs, the Department of Defense, civic and religious organizations, and nonprofit entities. However, see *Exceptions*, earlier. A scholarship or grant is administered and processed by you if you receive payment of an amount, whether by check, cash, electronic transfer, or other means, which you know or reasonably should know is a scholarship or grant, regardless of whether the educational institution is named as payee or co-payee of the amount and (if a non-cash payment) regardless of whether the student endorses the check or other means of payment for the benefit of the institution. A Pell Grant is an example of a grant administered and processed by a college or university in all cases.

Box 6. Adjustments to Scholarships or Grants for a Prior Year

Enter the amount of any reduction to the total amount of scholarships or grants that were reported for any prior year after 2002.

Box 7. Checkbox for Amounts for an Academic Period Beginning in January through March of 2026

Check this box if any payments received for qualified tuition and related expenses reported for 2025 relate to an academic period that begins in January through March of 2026. This only affects students who make payments in 2025 for charges that will not be incurred until the first quarter of 2026.

Box 8. Check if at Least Half-Time Student

Check this box if the student was at least a half-time student during any academic period that began in 2025. A half-time student is a student enrolled for at least half the full-time academic workload for the course of study the student is pursuing. Your institution's standard for a half-time student workload must equal or exceed the standards established by the Department of Education under the Higher Education Act and set forth in 34 C.F.R. section 668.2(b).

Box 9. Check if a graduate student

Check this box if the student was a graduate student. The student is a graduate student if the student was enrolled in a program or programs leading to a graduate-level degree, graduate-level certificate, or other recognized graduate-level educational credential. *This does not mean that the student is graduating or has graduated from a program at your school unless the program is a graduate-level degree, graduate-level certificate, or other recognized graduate-level educational credential.* Examples of typical graduate students are those pursuing Master's Degrees or Doctorate Degrees.

Box 10. Insurance Contract Reimbursements or Refunds

If you are an insurer, enter the total amount of reimbursements or refunds of qualified tuition and related expenses that you made to the student during 2025.

Student's TIN checkbox

If you solicited the student's TIN in writing (Form W-9S or other form) for the current year, check the box. Also check the box if you obtained the student's TIN in a prior year by making a solicitation in writing (Form W-9S or other form) or obtained the student's TIN in a prior year from his or her financial aid application or other form and in either case have no reason to believe the TIN previously obtained is incorrect.

[Need Help with your 1098-T Filing?](#)

GEMCOR, Inc. offers 1098-T preparation and filing services for those who need assistance. We are an approved electronic filer of information returns with the IRS. Electronic filing is the only method to report information returns to the IRS if your institution has 10 or more returns. We're excited to introduce new 1098-T service package options for the 2025 processing year. These packages are designed to offer greater flexibility and support based on your institution's needs. Below is a breakdown of what is included in each package.

1098-T Service Packages 2025			
	 Platinum Package	 Gold Package	 Bronze Package
Data import from spreadsheet	■	■	
Mailing to students	■		
Digital copy to school	■	■	
IRS e-filing	■	■	■
Reprints	■	■	
Archiving	■	■	■
Validation and compliance checks	■	■	■
Rejection monitoring and support	■	■	■

 **Platinum Package - Full-Service:** Ideal for institutions that want a completely hands-off experience.

Includes: Data import from spreadsheet, Form generation (1098-T), Mailing to students, Digital copy to school, IRS E-filing, Reprints & Archiving

Pricing: \$4.75/form with a minimum charge of \$200

Volume Discounts: Available for 3,000+ forms

 **Gold Package - Mid-Level Service:** Perfect for schools that handle their own mailings, but want help with the rest.

Includes: Data import from spreadsheet, Form generation (1098-T), Digital copy to school, IRS E-filing, Reprints & Archiving

Pricing: \$3.50/form with a minimum charge of \$200

Volume Discounts: Available for 3,000+ forms

 **Bronze Package - E-Filing-Only:** For institutions with preformatted, IRS-ready data.

Includes: IRS E-filing only, Validation and compliance checks, Rejection monitoring and support, Archiving

Pricing: \$1.00/record with a minimum charge of \$150

Volume Discounts: Available for 1,000+ forms

* Data Manipulation, Corrections, re-filings and expedited service are quoted on a case-by-case basis

***One-time setup fee for non-full-service clients:** Clients not currently engaged with GEMCOR under a full-service TPS contract will incur a one-time setup fee of \$495 upon their first 1098-T reporting cycle. This fee is universal and will not be applied in subsequent years. No set up fee is required for current full-service clients.

***Deposit requirement for non-full-service clients:** Clients not currently engaged with GEMCOR under a full-service TPS contract will require a non-refundable deposit equal to 25% of the estimated total service cost prior to the commencement of 1098-T preparation services. No deposit is required for current full-service clients.

Data must be provided by January 23, 2026 via ShareFile in the following ordered specification: either ASCII fixed file format, delimited file format, or EXCEL spreadsheet. You can download a sample 1098-T spreadsheet from our website at www.gemcorinc.com/downloads.html Please use the following format when preparing your 1098-t spreadsheet in Excel:

(***each bullet item must be a **separate data field** using the column names below only or additional fees may apply***)

Column Header	Description of Data
SSN	Student 9-digit Social Security (No dashes)
FIRST	Student First Name (Must be in a separate field from last name and must not include the middle initial)
LAST	Student Last Name (Must be a separate field from first name)
STREET	Student Street Address
CITY	Student City
STATE	Student State
ZIP	Student 5-digit Zip Code
BOX1	Payments Received for qualified tuition and related expenses
BOX4	Adjustments made for a prior year
BOX5	Scholarships and Grants
BOX6	Adjustments to Scholarships and Grants for a prior year
BOX7	Checkbox for amounts for an academic period beginning in January-March 2026
BOX8	Check if at least half-time student
BOX9	Check if a Graduate Student (Seeking Graduate-Level Degree/Certificate/Credential)
BOX10	Contract Reimbursements or Refunds
TIN	TIN Checkbox - certify compliance with TIN solicitation requirements regarding individual student

Request a pre-filled spreadsheet

GEMCOR can extract data from our internal systems for Pell, SEOG, & FDSL awards disbursed to your students. However, we do not have records of cash payments, alternative/non-federal student loans, or non-federal grants and scholarships for your students. Our records will include **all** Pell, SEOG and Direct Loan amounts—If any portion of these funds were provided to students for living expenses, that amount must be excluded from Box 1, which should only reflect payments received for qualified tuition & related expenses. We will begin taking requests for pre-filled 1098-T spreadsheets starting January 1, 2026.

TRAX Clients

The TRAX 1098-T Software Module will be available for download via ShareFile beginning January 1st. This module enables you to print 1098-T forms directly from your TRAX System. If you choose to print and distribute the forms yourself, no per-student student fees will apply. For TRAX clients who wish to have GEMCOR electronically file their 1098-T data with the IRS, a **\$150.00 electronic filing fee** will apply. We will not automatically assume electronic filing for TRAX clients. If you would like GEMCOR to file on your behalf, please contact us no later than March 15, 2026 to ensure timely submission by the March 31, 2026 deadline.

Archiving

We retain 1098-T data for a minimum of four years in accordance with IRS compliance requirements. This ensures that all relevant documentation is available for audit or verification purposes. Clients can conveniently access and download their 1098-T forms and related data at any time through their secure ShareFile accounts.

Important Dates

December 2025: 1098t Newsletter is released, and schools can begin to email GEMCOR to set up 1098-T services for 2025 reporting year

January 2026: TRAX 1098-T Software Module available to download via ShareFile.

January 1: GEMCOR clients can begin to request pre-filled spreadsheets with Pell, FSEOG and loan amounts pulled from our systems

January 23: Deadline for GEMCOR to receive finalized spreadsheets to guarantee students receive their forms in the mail by January 31st

January 31: Deadline for students to receive their 1098t forms

March 15: Deadline for schools to send GEMCOR their formatted files to E-File with the IRS (Bronze Package and TRAX Clients)

March 31: IRS deadline for E-Filing

Once you've determined which package best suits your institution's needs, please email Terrah Griffin at terrah@gemcorinc.com to get set up with your preferred 1098-T service package.

Sincerely,

Terrah Griffin
 Director of Marketing & Innovation
 GEMCOR, Inc.
 1 (888) GEMCOR-8
terrah@gemcorinc.com