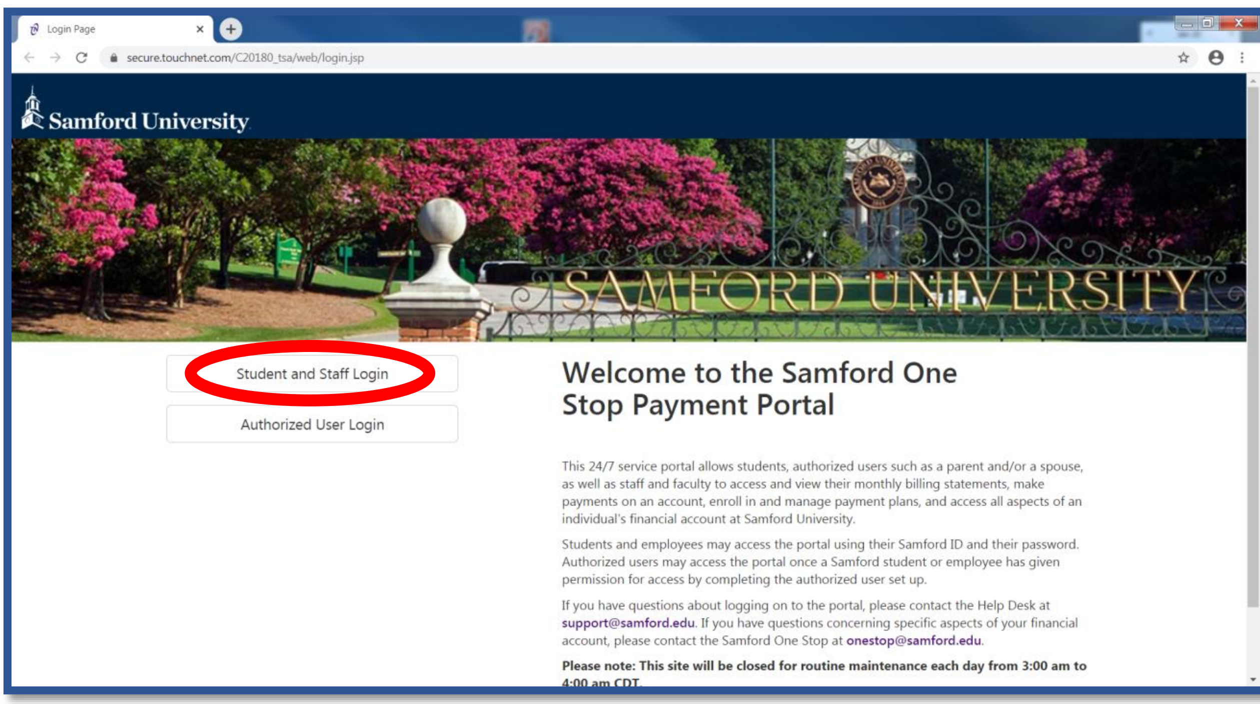
Important information related to 1098-T's.

- **1098-Ts for tax year 2020 have been mailed out to the students address in the Banner system. They were mailed out by our service provider – Heartland ECSI.**
- **The Heartland ECSI 1098-T helpline number is 866-428-1098.**
- **1098-T's are based off of the tax year (January 1st through December 31st).**
- **1098-T's are not based off of the academic year (July 1st through June 30th).**

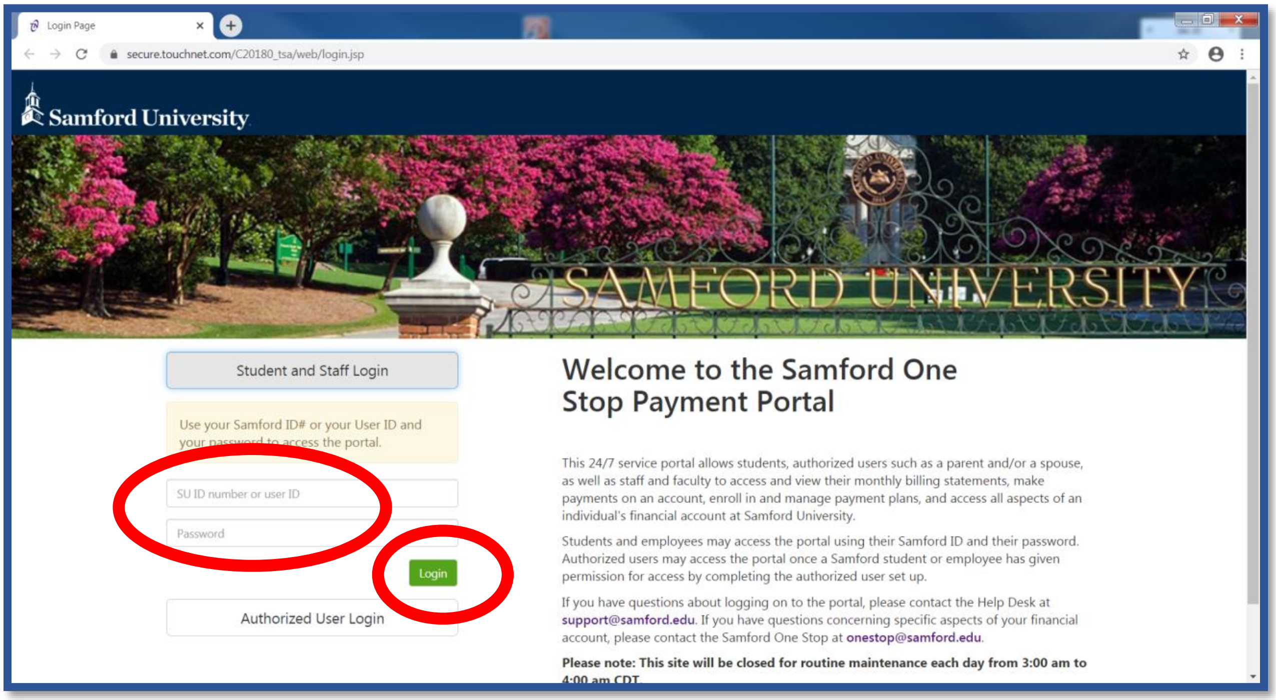
1098-T's can be electronically accessed through the Samford One Stop Payment Portal by following this link www.samford.edu/go/ebill .

Once you are on the Samford One Stop Payment Portal, please go trough the following steps to retireive your 1098-T electronically.

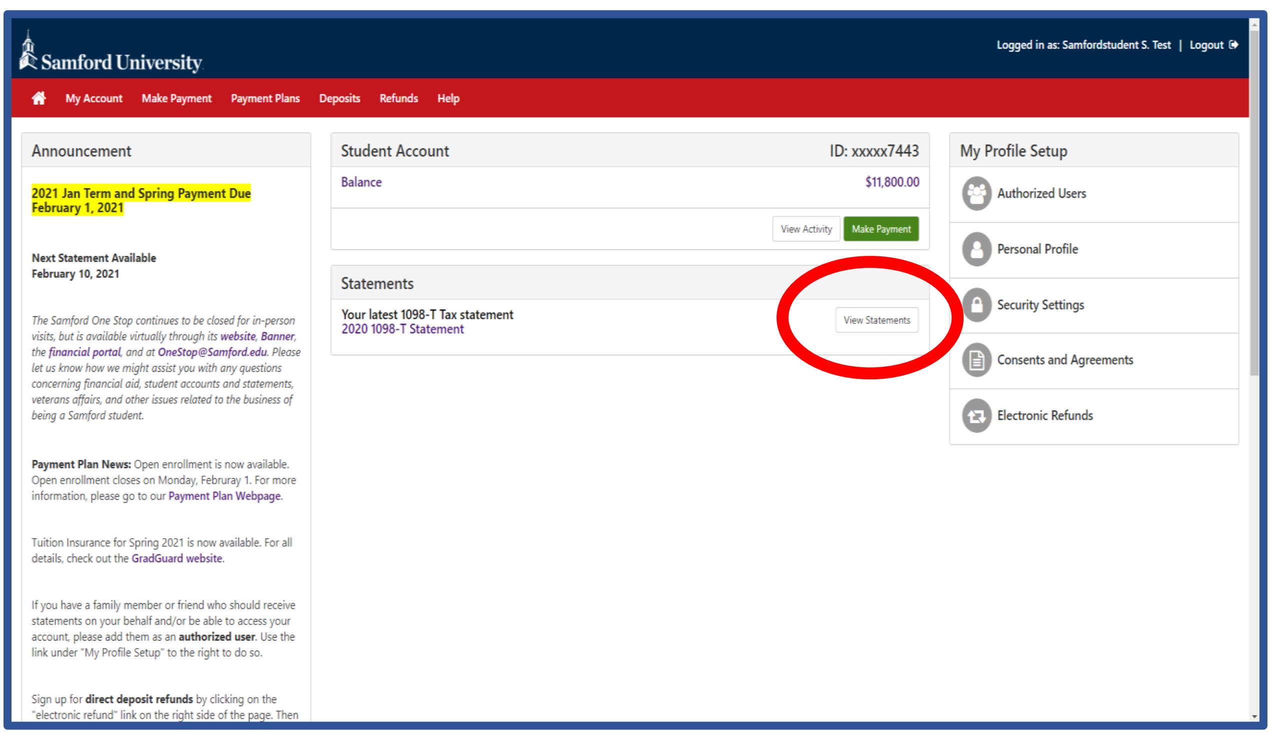
Step 1 – Select *Student and Staff Login.*



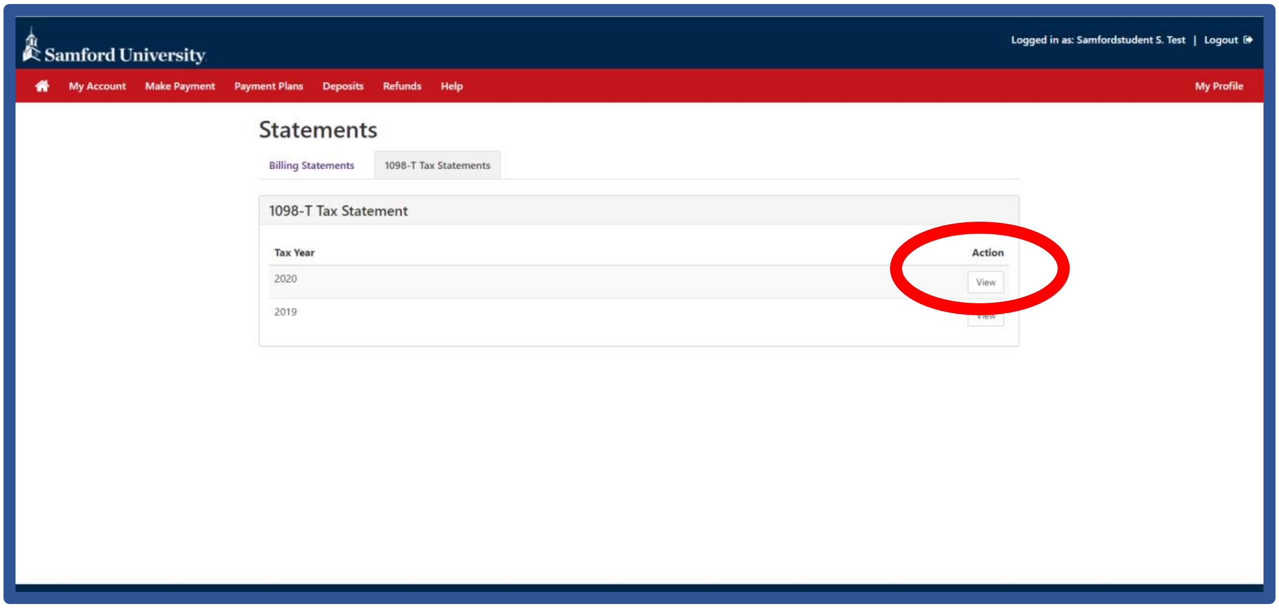
<u>Step 2</u> – Enter your *Samford Student ID number* or *User ID* along with your *Password*, then select *Login*.



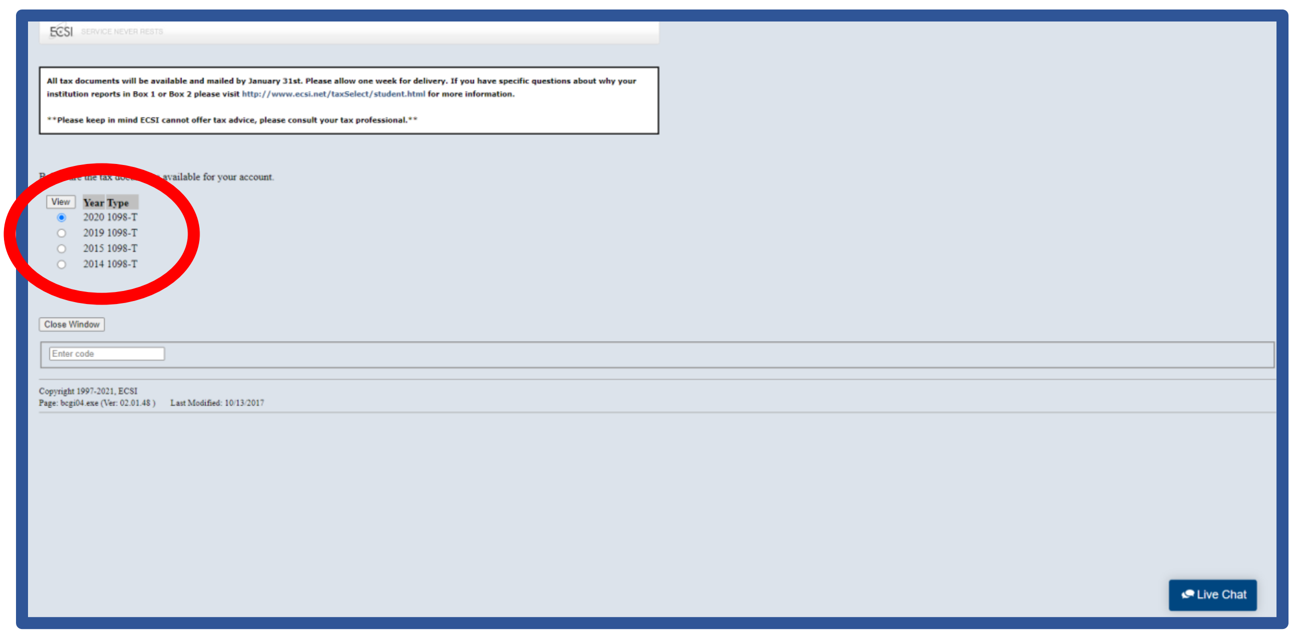
<u>Step 3</u> – Select *View* Statements.



<u>Step 4</u> – Select *View* under Action.



<u>Step 5</u> – Select the desired tax year and then *View*.



The desired 1098-T will then be displayed as shown below.

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Samford University 800 Lakeshore Drive Birmingham AL 35229 Contact: (205) 726-2816 ECSI: 866-428-1098		1 Payments received for qualified tuition and related expenses $22,324.00 2	OMB No. 1545-1574 **2020** Form **1098-T**	**Tuition Statement**
FILER'S federal identification no. (	STUDENT'S TIN *****2222	3		**Copy B** **For Student**
STUDENT'S name, street address, city, state, and ZIP code SAMFORDSTUDENT TEST 800 LAKESHORE DRIVE BIRMINGHAM AL 35209-6715		4 Adjustments made for a prior year 6 Adjustments to scholarships or grants for a prior year	5 Scholarships or grants $22,324.00 7 Checked if the amount in box 1 includes amounts for an academic period beginning January - March 2021 [ ]	This is important tax information and is being furnished to the Internal Revenue Service. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
Service Provider/Acct No. (see instr.) 207536	8 Checked if at least half-time student [X]	9 Checked if a graduate student [ ]	10 Ins. contract reimb./refund	

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

If you have any general questions, please visit http://www.ecsi.net/taxinfo.html for information regarding your tax documents and to obtain contact information for ECSI. If you have any questions regarding the financial information on your 1098-T, please contact your school directly.

Neither your school nor ECSI can answer tax questions or provide tax advice, you must contact your tax professional.

If you have any questions, please visit http://www.ecsi.net/taxinfo.html for more information.

You, or the person who can claim you as a dependent, may be able to claim an education credit on Form 1040 or 1040-SR. This statement has been furnished to you by an eligible educational Institution in which you are enrolled, or by an insurer who makes reimbursements or refunds of qualified tuition and related expenses to you. This statement is required to support any claim for an education credit. Retain this statement for your records. To see if you qualify for a credit, and for help in calculating the amount of your credit, see Pub. 970, Form 8863, and the Instructions for Forms 1040 and 1040-SR.

Your institution must include its name, address, and information contact telephone number on this statement. It may also include contact information for a service provider. Although the filer or the service provider may be able to answer certain questions about the statement, do not contact the filer or the service provider for explanations of the requirements for (and how to figure) any education credit that you may claim.

Student's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (SSN, ITIN, ATIN, or EIN). However, the issuer has reported your complete TIN to the IRS. **Caution:** If your TIN is not shown in this box, your school was not able to provide it. Contact your school if you have questions.

Account number. May show an account or other unique number the filer assigned to distinguish your account.

Box 1. Shows the total payments received by an eligible educational institution in 2020 from any source for qualified tuition and related expenses less any reimbursements or refunds made during 2020 that relate to those payments received during 2020.

Box 2. Reserved.

Box 3. Reserved.

Box 4. Shows any adjustment made by an eligible educational institution for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit that you claimed for the prior year (may result in an increase in tax liability for the year of the refund). See "recapture" in the index to Pub. 970 to report a reduction in your education credit or tuition and fees deduction.

Box 5. Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of the education credit you claim for the year.

Tip. You may be able to increase the combined value of an education credit and certain educational assistance (including Pell Grants) if the student includes some or all of the educational assistance in income in the year it is received. For details, see Pub. 970.

Box 6. Shows adjustments to scholarships or grants for a prior year. This amount may affect the amount of any allowable tuition and fees deduction or education credit that you claimed for the prior year. You may have to file an amended income tax return (Form 1040X) for the prior year.

Box 7. Shows whether the amount in box 1 includes amounts for an academic period beginning January-March 2021. See Pub. 970 for how to report these amounts.

Box 8. Shows whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at the reporting institution.

Box 9. Shows whether you are considered to be enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized graduate-level educational credential.

Box 10. Shows the total amount of reimbursements or refunds of qualified tuition and related expenses made by an insurer. The amount of reimbursements or refunds for the calendar year may reduce the amount of any education credit you can claim for the year (may result in an increase in tax liability for the year of the refund).