**1098-T Forms**

Pepperdine University has contracted with Maximus Federal to provide your 1098-T forms. The 1098-T’s are Tuition Statements used to determine your eligibility for claiming the Education Tax Credits on your Federal Income Tax returns.

Around mid to late January forms are mailed out, for the prior calendar year, to the permanent address on your Pepperdine record. **If you did not receive one or misplaced it and have provided your social security number to the university, you may print a copy of your current or previous 1098-T form from your own computer, as needed. Follow the instructions below.**

**Please use the following instructions to create an account and then view or print a copy of your 1098-T form online. Create an account:**

1. Launch a web browser and go to [https://tra.maximus.com](https://tra.maximus.com/) and click the “FIRST TIME STUDENTS” Button.

1. Enter your full first name and last name (as it appears on your Pepperdine Student Account) and the last 5 digits of your Social Security Number. **Do NOT enter your student ID number, as the university does not provide that information to Maximus.**

1. Click SUBMIT Button.
	* If records are present for you, you will be instructed to create an account. Follow the instructions on the website to create a free account and retrieve your 1098-T.
	* If records are not found for you or you have difficulty creating an account, use the “Student Help” link in the left menu for additional information.

**Once you have created an account, then the next time you need to access your 1098-T forms to view or print additional copies, just login.** Please note the following:

• Once your 1098-T copies are available, find the year you want to review and/or print and click the VIEW/PRINT 1098-T link. This will bring up a copy for you to see and print.

 The 1098-T only includes: payments received toward qualified tuition and related expenses less any reimbursements or refunds made during 2021 that relate to those payments received during 2021 (Box 1), and total all grants and/or scholarships administered and processed by the eligible educational institution (Box 5).

**If you have a tax question, please contact your tax preparer or the IRS.** Pepperdine and Maximus Federal cannot answer tax questions. If you have a question regarding the amounts provided on the form, you may contact your school’s Student Accounts Office.

**If you did not have or did not provide the university with your social security number and need a copy of your form, please contact the Student Accounts Office for your school.**