

CLICK FEDERAL SECTION AND GO TO THE DEDUCTIONS OPTION.

Form Finder

Enter the form number...

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Recovery Rebate Credit

Other Taxes

Payments & Estimates

Miscellaneous Forms

COVID-19 Relief

Recovery Rebate Credit

Health Insurance

Deductions

Adjustments

Educator expenses, medical savings accounts, student loan interest, etc.

BEGIN

Standard Deduction

Flat amount based on filing status

BEGIN

Itemized Deductions

Charitable contributions, mortgage interest, p

BEGIN

Credits Menu

Child and dependent care credit, education credits, mortgage interest credit, etc.

EDIT

Compare Deductions

Compare your total deduction amounts

BEGIN

Cares Act 2020

If taking the standard deduction, you can deduct up to \$300 of Cash Contributions to Charity for 2020.

BEGIN

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CONTINUE

CLICK CREDITS MENU TO ADD FORM 8863 (1098-T)



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EDIT

Foreign Tax Credit [Form 1116](#)

BEGIN

Child Care Credit [Form 2441](#)

CLICK EDUCATION CREDITS

BEGIN

Education Credits [Form 1098-T](#)

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Retirement Savings Credit [Form 8880](#)

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Residential Energy Credit [Form 5695](#)

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Form 8863 - Education Credit

You may be eligible for an education credit. Your income section must be complete to get an accurate calculation for your credit.

Have you entered all of your income and adjustments to income?

YES

NO

CANCEL

**ENTER FORM 8863 AFTER ENTERING ALL INCOME
CLICK YES**



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Form 8863 - Education Credit

Select an Eligible Student *

MARY HARRIS - 400-00-2525

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**1. SELECT STUDENT AND CLICK
CONTINUE**

CONTINUE



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Form 8863 - Education Credit

Answer the Following Questions

These questions will help determine your eligibility for the American Opportunity Credit.

Has the Hope Scholarship Credit or American Opportunity Credit already been claimed on 4 prior tax returns? *

Yes

No

Was the student enrolled at least half-time? *

Yes

No

Did the student complete the first 4 years of post-secondary education before 2020? *

Yes

No

Was the student convicted, before the end of 2020, of a felony for possession or distribution of a controlled substance? *

Yes

No

**2. ANSWER QUESTIONS
AND CLICK CONTINUE.**

****Guide on next slide****

3. CLICK CONTINUE

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Form 8863 - Education Credit

Answer the Following Questions

These questions will help determine if you qualify for the Education Credit.

Has the Hope Scholarship Credit or American Opportunity Credit already been claimed on 4 prior tax returns?

Yes

No

Was the student enrolled at least half-time?

Yes

No

Did the student complete the first 4 years of post-secondary education before 2020?

Yes

No

Was the student convicted, before the end of 2020, of a felony for possession or distribution of a controlled substance?

Yes

No

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CONTINUE

If box 9 IS checked:

- No** - Has the Hope Scholarship Credit or American Opportunity Credit already been claimed on 4 prior tax returns?
- Yes** - Was the student enrolled at least half-time?
- No** - Did the student complete the first 4 years of post-secondary education before 2020?
- No** - Was the student convicted, before the end of 2020, of a felony for possession or distribution of a controlled substance?

If box 9 is NOT checked:

- Yes** - Has the Hope Scholarship Credit or American Opportunity Credit already been claimed on 4 prior tax returns?
- Yes** - Was the student enrolled at least half-time?
- Yes** - Did the student complete the first 4 years of post-secondary education before 2020?
- No** - Was the student convicted, before the end of 2020, of a felony for possession or distribution of a controlled substance?



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Form 1098T Question

4. ANSWER QUESTIONS

Do you have a 1098T form?

If you have a 1098T form from the educational institution, it contains the information needed on the next page.

Did the student receive Form 1098-T from this institution for 2020? *

Yes

No

Did the student receive Form 1098-T from this institution for 2019 with Box 2 filled in and Box 7 checked? *

Yes

No

- **Yes** - Did the student receive Form 1098-T from this institution for 2020
- **No** - Did the student receive Form 1098-T from this institution for 2019 with Box 2 filled in and Box 7 checked?

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5. CLICK CONTINUE

CONTINUE



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Form 8863 - Add an Institution

Name *

TEST COLLEGE

Check here if foreign address

Address (street number & name) *

555 MAIN ST

ZIP code *

30005

City, town, or post office *

Alpharetta

State *

Georgia

Enter the Institution's Federal Identification Number (from Form 1098-T) *

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6546576

6. ENTER THE INFORMATION FROM THE 1098T FORM

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Form 8863 - Institutions

[+ Add Another Institution](#)

Description

TEST COLLEGE



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7. IF THE STUDENT HAS MORE THAN ONE 1098T YOU CAN ADD IT HERE. THEN CLICK CONTINUE

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Form 8863 - Expenses

Qualified Expenses *

\$ 4560

**8. ENTER QUALIFIED EXPENSES
FROM 1098-T**

Please ensure that you reduce the amount entered for "qualified expenses" by any scholarships/grants received, pursuant to [IRS Publication 970](#).

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How to calculate the amount:

(Box 1 + Box 2) – (Box 4 + Box 5)

**If box 4 + box 5 is more than box 1 + box 2 then there
is nothing to claim.**

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Form 8863 - Education Credit

American Opportunity Credit

Based on the information you entered, we have determined you qualify for the American Opportunity Credit. We feel this option maximizes your federal refund or best reduces your balance due.

If you believe this is incorrect and would like to select a different option, [Click here](#).

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CONTINUE

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9. THE SOFTWARE WILL AUTOMATICALLY CALCULATE THE CREDIT THEY QUALIFY FOR. CLICK CONTINUE.



How To Enter Form 8863 Education Credit (For Form 1098-T)

The taxpayer will need to provide you with a 1098-T to be able to take this credit.

If Box 8 on the 1098-T is not checked then there is nothing to claim.

How To Find This Form:

- Click the “Federal Section” tab in the blue box on the left-hand side of the screen.
- Click the “Deductions” option under the “Federal” section.
- Click the “Credits Menu” option in blue.
- Scroll down to “Education Credits Form 1098T” and click the form.
- Click “Yes” when asked “You may be eligible for an education credit. Your income section must be complete to get an accurate calculation for your credit. Have you entered all of your income and adjustments to income?”

How To Complete This Form:

1. Select the student from the dropdown menu and click “Continue”.
2. If box 9 on the 1098T is **NOT** checked you will answer the questions as follows (answers for if box 9 is checked are on the next page)*:
 - **No** - Has the Hope Scholarship Credit or American Opportunity Credit already been claimed on 4 prior tax returns?
 - **Yes** - Was the student enrolled at least half-time?
 - **No** - Did the student complete the first 4 years of post-secondary education before 2020?
 - **No** - Was the student convicted, before the end of 2020, of a felony for possession or distribution of a controlled substance?
3. You will click “Continue” to proceed to the next screen.
4. You will answer the questions as follows
 - **Yes** - Did the student receive Form 1098-T from this institution for 2020
 - **No** - Did the student receive Form 1098-T from this institution for 2019 with Box 2 filled in and Box 7 checked?
5. You will click “Continue” to proceed to the next screen.
6. You will then enter the institution information as it appears on the 1098-T and click “Continue” once complete.

7. If the student has more than one 1098T, you can add the additional institutions here by clicking “Add Another Institution” in blue at the top of the screen. Then click “Continue” when ready.
8. You will then add the amount of qualifying expenses from Form 1098T which is:

$$(\text{Box 1} + \text{Box 2}) - (\text{Box 4} + \text{Box 5})$$

If box 4 +5 on the 1098-T is greater than box 1+ 2, then the student has nothing to claim.

9. The software will then select the credit that they qualify for.

**If box 9 IS checked you will answer the questions as follows:

- **Yes** - Has the Hope Scholarship Credit or American Opportunity Credit already been claimed on 4 prior tax returns?
- **Yes** - Was the student enrolled at least half-time?
- **Yes** - Did the student complete the first 4 years of post-secondary education before 2020?
- **No** - Was the student convicted, before the end of 2020, of a felony for possession or distribution of a controlled substance?