



Project Overview Statement

Executive Summary

Project Title: Electronic Acceptance of 1098T Forms
Project ID: 9
Project Leader: Liz Mendez
Department: Finance
Executive Sponsor: Bill Pennell

PROJECT BUSINESS CASE

Project Overview

Sec. 1.6050S-2 of the IRS code allows for 1098t electronic delivery. The 1098t form is a document the college is required to issue to the student and is used to report information regarding payment and reimbursements or refunds of qualified tuition and related expenses. The college currently issues these forms via the U.S. postal service. This project would allow the college to do the following:

- Capture students consent via the web to electronically deliver their tax form.
- Distribute a mass amount of emails to the students notifying them that their tax forms are available via the web.
- Distribute emails specifically to students who have not consented to electronic forms encouraging them to sign up.
- Maintain an audit trail of student responses and electronic delivery of documents for IRS audit consideration.

This will be a joint effort between BCC and FCCSC to get this designed and coded.

Business Goals

- Increase web service to the students.
- Make the process user friendly for the students.
- Make this process manageable for the staff members who will support this function.

Success Factors

- The goal would be 100% participation by all students to consent to receive 1098t documents electronically.
- Reduction in the amount of postage being spent to mail the forms.
- Reduction in the amount of undeliverable mail and wasted postage. Approximately 8% of all 1098t mailed are returned undeliverable. We mail approximately 40,000 forms each year.
- Reduction in the cost of purchasing the 1098t forms.