

Education Credits & Deduction

Student Name: _____ SSN: _____

Educational Institution Name: _____

❖ American Opportunity Tax Credit (AOTC)

❖ Lifetime Learning Credit (LLC)

- 1) Has the Hope Scholarship Credit or American Opportunity Tax Credit (AOTC) been claimed for this student for a total of 4 times in any prior years? YES NO
 - a. If NO, continue to Question #2.
 - b. If YES, the student does NOT qualify for AOTC.
- 2) Was the student enrolled at least half-time for at least 1 academic period that began in 2018 at an eligible education institution in a program leading toward a post-secondary degree, certificate, or other recognized post-secondary education credential? YES NO
 - a. If YES, continue to Question #3.
 - b. If NO, the student does NOT qualify for AOTC.
- 3) Did the student complete the first 4 years of post-secondary education before 2018? YES NO
 - a. If No, continue to Question #4.
 - b. If YES, the student does not qualify for AOTC.
- 4) Was the student convicted before the end of 2018 of a felony for possession or distribution of a controlled substance? YES NO
 - a. If YES, the student does not qualify for AOTC.
 - b. If No, chose which benefit is most beneficial.

Years of AOTC Taken: _____

Pursuing a Degree? YES NO

Education Benefit Being Claimed for this Student: AOTC LLC

- 5) Does the student have Form 1098-T for 2018? YES NO
- 6) Did the student receive Form 1098-T from the same institution in 2017 with Box 2 filled in and Box 7 checked? YES NO
- 7) If claiming the AOTC, does the student have proof/substantiation, such as Form 1098-T **AND** receipts for the qualified tuition and related expenses? (If applicable, please provide copies of 1098-T, Receipts, and Proof of Payment) YES NO

I have disclosed that the above information is correct to the best of my knowledge and I can provide and produce records if requested.

Signature: _____

Date: _____

Signature: _____

Date: _____

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If claiming College Education Expenses, you will need to provide the following information:

- Form 1098-T for the current year
- Form 1098-T for the prior year (if applicable)
- Detailed billing from the institution listing all costs billed and paid for the current tax year
- School transcripts
- Receipts for all books, supplies and equipment purchased during the year that were required for course of study
 - If American Opportunity Tax Credit (AOTC), it does not matter if you purchased the items directly from the educational institutions
 - If Lifetime Learning Credit (LLC), you must have purchased the items directly from the education institution