

2024 1098-T Events Timeline

The following schedule identifies key target dates for the 2024 tax season. In order to ensure that your 1098-T documents are processed in a compliant and timely manner, please be sure to follow the schedule identified below.

1098-T Event Timeline		
Date	Event	Event Details
Monday, Sep 23, 2024	Student Electronic Opt-In Solicitation email template	ECSI will provide all new and returning TaxSelect 1098-T clients with the Student Electronic Opt-In Solicitation email template. This email should be sent to all students encouraging them to opt-in to receive 1098-T statements electronically. Students who have opted-in to receive statements electronically will receive a notification from ECSI with instructions on how to access statements online within 24 hours of the client approving the 1098-T data. <i>Note: TouchNet clients utilizing the TouchNet Managed Service should disregard the Student Electronic Opt-In Solicitation email template. TouchNet clients will use the TouchNet Consent Manager instead.</i>
Monday, Oct 28, 2024 to Friday, Dec 13, 2024	Test Period	ECSI will open the 1098-T data file testing period. During this time, clients may provide ECSI with a 1098-T test data file and ECSI will process the file and post the results online. <i>Clients are encouraged to only send a test file if the data file layout has changed from previous years.</i>
Monday, Dec 30, 2024	Deletion of Test Data	All test data will be deleted and the production period will begin.
Thursday, Jan 2, 2025 to Monday, Jan 13, 2025	1098-T Production Period Begins	The 1098-T data file production period will begin. During this time, clients must provide a 1098-T production data file. Clients are encouraged to provide production data as soon as possible.

Friday, Jan 17, 2025	Cutoff Date for 1098-T Production Files	<p>ECSI requires that all processed 1098-T production files be reviewed and approved by this date.</p> <p>Please note that if your file is not reviewed and approved by this date, ECSI cannot guarantee that your statements will be printed and mailed by the IRS deadline.</p> <p><u>If approval is not received by this date, an additional rush fee of up to \$1,000.00 will be added to your account.</u></p>
Friday, Jan 31, 2025	IRS Deadline for Mailed Forms	All forms must be postmarked no later than Friday, Jan 31, 2025.
Saturday, Feb 1, 2025	Correction Period Opens	<p>ECSI will open the 1098-T correction period. During this time, clients can create or edit 1098-T statements online using the “Create/Edit Tax Documents” feature. All statements created/edited during this period will be automatically submitted to the IRS as part of the original submittal by Mar 31, 2025.</p> <p><i>There is no need to contact ECSI when a correction is made online.</i></p>
Saturday, Feb 1, 2025 to Friday, Feb 28, 2025	1098-T Invoice Period	ECSI will distribute the TaxSelect 1098-T Invoice to clients.
Tuesday, Mar 18, 2025	Deadline for Correction/Addition Files	The time period to submit a correction/addition file prior to the IRS submittal will be closed.
Tuesday, Mar 25, 2025	Deadline for Manual Adjustments and Corrections	Manual adjustments and corrections to 1098-T forms made online must be completed by 5:00 pm Eastern Time. Access to the edit function of the 1098-T website will be closed at this time.
Monday, Mar 31, 2025	End of Submittal Period for 1098-T Statement Date to IRS	ECSI will submit the 1098-T statement data to the IRS on Mar 28, 2025 to meet this deadline.
Tuesday, Apr 1, 2025	Reopen 1098-T Website	Access to the edit function of the 1098-T portion of our website will be reopened.
Tuesday, Apr 1, 2025 to Thursday, Jul 31, 2025	Submission of New and Corrected 1098-T Data to IRS	ECSI will submit all new and corrected 2024 1098-T data to the IRS once a month. There is no need to contact ECSI when a correction is made online.

		<i>IRS penalties may be applicable to all new and corrected 1098-T data submitted to the IRS after the original filing deadline of Mar 31, 2025.</i>
Friday, Aug 1, 2025	End of Submission of New and Corrected 1098-T Data to IRS	<p>ECSI will not automatically submit new or corrected 2024 1098-T data to the IRS. Clients are required to contact the IRS directly to provide detail on why the 1098-T statement data is being reported after the filing deadline. The IRS will provide guidance on how to submit the new and/or corrected data.</p> <p><i>IRS penalties may be applicable to all new and corrected 1098-T data submitted to the IRS after the original filing deadline of Mar 31, 2025.</i></p>