



# Publication 112

February 2015

## *Education Expense Credit General Rules and Requirements for Schools*

The information in this publication is current as of the date of the publication. Please visit our website at [tax.illinois.gov](http://tax.illinois.gov) to verify you have the most current revision.

This publication is written in the plain English style so the tax information is easier to understand. As a result, we do not directly quote Illinois statutes or the Illinois Administrative Code. The contents of this publication are informational only and do not take the place of statutes, rules, or court decisions. For many topics covered in this publication, we have provided a reference to the applicable section or part of the Illinois Administrative Code for further clarification or more detail. All of the sections and parts referenced can be found in Title 86 of the Illinois Administrative Code.

### ***About this publication***

Publication 112, Education Expense Credit General Rules and Requirements for Schools, provides all Illinois public and nonpublic schools the requirements for written receipts for qualified education expenses. The objectives of Publication 112 are to

- identify qualified education expenses.
- identify Illinois schools.
- list requirements for written receipts.
- provide a sample of a written receipt.

### ***Taxpayer Bill of Rights***

You have the right to call the Department of Revenue for help in resolving tax problems.

You have the right to privacy and confidentiality under most tax laws.

You have the right to respond, within specified time periods, to Department notices by asking questions, paying the amount due, or providing proof to refute the Department's findings.

You have the right to appeal Department decisions, in many instances, within specified time periods, by asking for Department review or by taking the issue to court.

If you have overpaid your taxes, you have the right, within specified time periods, to a credit (or, in some cases, a refund) of that overpayment.

For more information about these rights and other Department procedures, you may write us at the following address:

Problems Resolution Office  
Illinois Department of Revenue  
PO Box 19014  
Springfield, IL 62794-9014

**Get forms and other information faster and easier at [tax.illinois.gov](http://tax.illinois.gov)**

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## General Information

### What are qualified education expenses?

In general, qualified education expenses are the amounts paid in excess of \$250 for tuition, book fees, and lab fees at the school where the student is enrolled during the regular school year.

Specifically, qualified education expenses include the amount of

- **tuition** paid for a student who was enrolled in kindergarten through twelfth grade.

**Note:** This does not include summer school enrichment classes.

- **book fees** paid for the rental of books that were required as part of the student's participation in the school's education program.

**Note:** This does not include books purchased by the student.

- **lab fees** paid for the use of supplies, equipment, materials, or instruments that were required as part of the student's participation in a lab course in the school's education program.

Lab courses include those courses, for which the student will receive credit toward graduation, that provide an environment for organized activity involving observation, experimentation, or practice, (*i.e.*, science, music, art, or language).

**Note:** Only musical instruments rented from the school (not from a business) qualify as an education expense.

Any purchased equipment, materials, or instruments that are substantially consumed (*i.e.*, it essentially has no remaining value) by the assignments and activities of the lab are considered qualified lab fees.

Any amount paid for the purchase of an item that will remain the personal property of the student, parent, or legal guardian at the end of the school year, is not considered a qualified education expense (*e.g.*, payments made toward the purchase of a band instrument or athletic equipment).

### What schools qualify as Illinois schools?

For the purpose of the education expense credit, public or nonpublic elementary or secondary schools in Illinois that satisfy

the requirements of the truancy law in Section 26-1 of the School Code and, if required, are in compliance with Title VI of the Civil Rights Act of 1964 qualify as Illinois schools.

Private schools providing educational instruction in the home that satisfy the requirements of the truancy law in Section 26-1 of the School Code also qualify as Illinois schools.

### Are Illinois schools required to provide a written receipt for education expenses?

Illinois schools are encouraged to provide a written receipt for education expenses paid at the school for the qualifying student(s) during the **calendar** year. The school should provide this receipt on or before January 31 of the following calendar year.

When a school provides a written receipt, the written receipt must be in the format prescribed by the Illinois Department of Revenue. An example of the receipt is shown on Page 3.

The written receipt must include the

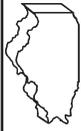
- **calendar** year during which the education expenses were paid,
- name and address of the school,
- name and address of the parent or guardian who paid,
- name and Social Security number (SSN) of the student,
- grade level of the student,
- total\* amount of education expenses paid to the school for each qualifying student's tuition, book fees, and lab fees during the calendar year.

\*The person who paid the education expenses will use the total of the expenses minus \$250 to calculate the allowable credit.

**Note:** All information on the receipt is confidential information for use only as supporting documentation of the education expense credit claimed and shall not be used for any other purpose.

# Sample Written Receipt for Schools

Education Expense Credit  
General Rules and Requirements for Schools



Illinois Department of Revenue

## Receipt for Qualified K-12 Education Expenses

To be completed by school personnel and distributed to parents or guardians

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Calendar year

### Read this information first

Parents or Guardians: Attach this receipt to your Form IL-1040, Individual Income Tax Return, if you figure an Illinois Income Tax credit for education expenses.

**Note** To figure the amount of your credit, you must complete Schedule ICR, Illinois Credits.

### Step 1: School Information:

\_\_\_\_\_  
Name of school

\_\_\_\_\_  
Address of school

\_\_\_\_\_  
City, State, ZIP of school

### Step 2: Parent or Guardian Information:

\_\_\_\_\_  
Name of parent or guardian

\_\_\_\_\_  
Address of parent or guardian

\_\_\_\_\_  
City, State, ZIP of parent or guardian

### Step 3: Student Information:

1 Complete the following information for each qualifying student from the family listed above. Please list each student on a separate line.

	Column A Student's name	Column B Social Security number	Column C Grade (K-12 only)	Column D Total tuition, book/lab fees
a	_____	----- - ---- - -----	_____	_____
b	_____	----- - ---- - -----	_____	_____
c	_____	----- - ---- - -----	_____	_____
d	_____	----- - ---- - -----	_____	_____
e	_____	----- - ---- - -----	_____	_____
f	_____	----- - ---- - -----	_____	_____
g	_____	----- - ---- - -----	_____	_____

2 Add the amounts in Column D for Lines 1a through 1g. This is the total amount of qualified education expenses paid to this school for the calendar year.

2 \_\_\_\_\_

## Office locations

Maine North Regional Building  
9511 Harrison Street FA 203  
Des Plaines, Illinois 60016-1563  
847 294-4200

200 South Wyman Street  
Rockford, Illinois 61101-1237  
815 987-5210

James R. Thompson Center  
Concourse Level  
100 West Randolph Street  
Chicago, Illinois 60601-3274  
800 732-8866  
217 782-3336

Willard Ice Building  
101 West Jefferson  
Springfield, Illinois 62702  
800 732-8866  
217 782-3336

15 Executive Drive  
Business Center One, Suite 2  
Fairview Heights, Illinois 62208-1331  
618 624-6773

2309 W. Main  
Suite 114  
Marion, Illinois 62959-1196  
618 993-7650

### For information or forms

Visit our website at [tax.illinois.gov](http://tax.illinois.gov).

Call us at **1 800 732-8866** or **217 782-3336**.

Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**.

Write us at Illinois Department of Revenue, P.O. Box 19044, Springfield, IL 62794-9044.