



Date of Request: _____

Request for Replacement IRS Form 1098-T

To request a replacement copy of your Tuition Payments Statement (IRS Form 1098-T) to be mailed to you, please provide the information below. Please print neatly and make sure all signatures are complete at the bottom of the page to avoid delays. **Please allow 3-5 working days to process your request.**

Note: To ensure confidentiality and compliance with the IRS Regulations and IRS Circular 230, reissued IRS Form 1098-Ts cannot be faxed, sent via email, or provided in person to students or their legal authorized representatives.

Requests submitted after Monday, April 6th, 2021, cannot be guaranteed to be processed and delivered by U.S. Mail before the Thursday, April 15th, 2021, tax filing deadline.

GENERAL INFORMATION

Please reissue an IRS 1098-T FORM TUITION STATEMENT for the following student, for:

2018 Year(s) prior to 2018: _____ /

Tax Year Needed

2019 (ONLY Non-U.S. Citizens requiring a 2019 1098-T Form be issued)

Note: A valid SSN or ITIN must be on file with the University Registration & Records office for issuance.

Student's Legal _____

Name Student's ID # _____

CURRENT MAILING ADDRESS

Please provide mailing U.S. based address and telephone number to mail duplicate form to (Please PRINT CLEARLY):

Note: Current students, we can only mail to the mailing address on file with Registration & Records office.

Street Address: _____

City: _____ State _____ Zip Code _____

Phone number where can be reached (if needed): (_____) _____

REASON

The reissued FORM 1098-T is being requested for the following reason:

Never received Just received SSN/ITIN card

Misplaced or Destroyed

Social Security Number or Name Incorrect on original IRS Form 1098-T

(Please submit a IRS W-9S Form to Registration & Records office. Once done, a new IRS 1098-T Form can be created & mailed).

Other (Explain) _____

I hereby authorize the University to reissue and mail my Form 1098-T to the address noted above. This is not a revocation to discontinue receipt of future electronic delivered Form 1098-T on file with the University.

Student Signature (Required) _____ Date _____

FOR INTERNAL OFFICE USE ONLY:

Date request received: _____ Reissued Form 1098-T mailed on: _____

Processed by: _____ Date: _____