

Student Business Services  
P.O. Box 6808  
Fullerton, CA 92834  
Phone: (657) 278-2495

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.**

**Per FERPA laws, only the student can request their own duplicate Form 1098-T.**

**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. Obtaining a Form 1098-T does not indicate eligibility for educational tax credits.

**Requests submitted after Friday, March 31<sup>st</sup>, 2024, cannot be guaranteed to be processed and delivered by U.S. Mail before the Monday, April 15<sup>th</sup>, 2023, tax filing deadline.**

### GENERAL INFORMATION

Please reissue an IRS 1098-T FORM TUITION STATEMENT for the following student and the requested calendar year(s):

Tax Year Needed ☐ 2022 ☐ Year(s) prior to 2022: \_\_\_\_\_  
Note: 2021 tax year can be access using login instructions on <https://sbs.fullerton.edu/services/1098t/>  
☐ 2023 (ONLY Non-U.S. Citizens requiring a 2023 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 CWID # \_\_\_\_\_

### CURRENT MAILING ADDRESS

Please provide a US-based mailing address and telephone number to receive the duplicate Form 1098-T (Print Clearly).  
**Student Business Services will send the form to the mailing address on file with the 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  
A new IRS 1098-T can only be created after updates are submitted to Registration & Records at <http://records.fullerton.edu>.  
☐ 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: \_\_\_\_\_

rev01262023