CSUF | Student Business Services
ADMINISTRATION AND FINANCE

Date of Request: _____

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

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 31st, 202 , cannot be guaranteed to be processed and delivered by U.S. Mail before the Monday, April 1 th, 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: _____