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, April 1st, 2025, cannot be guaranteed to be processed and delivered by U.S. Mail before the Monday, April 15th, 2025, 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

☐ 2023 ☐ Year(s) prior to 2023: _____ _____

Note: 2023 tax year can be access using login instructions on https://sbs.fullerton.edu/

☐ 2024 (ONLY Non-U.S. Citizens requiring a 2024 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 Office of the Registrar at http://registrar.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: _____

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