

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, students must show I.D. at the University Cashier's Office when submitting the form for processing. This form can be completed prior to visiting the University Cashiers location, but cannot be submitted via email or fax. Signed original is required.**

*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 6<sup>th</sup>, 2020, cannot be guaranteed to be processed and delivered by U.S. Mail before the Wednesday, April 15<sup>th</sup>, 2020, 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      Note: 2019 tax year can be access using login instructions on <https://sbs.fullerton.edu/services/1098t/>

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 CWID # \_\_\_\_\_

### 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: \_\_\_\_\_