CALIFORNIA STATE UNIVERSITY FULLERTON
ADMINISTRATION AND FINANCE
Paving the Road for Student Success

Student Financial 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 9th, 2018, cannot be guaranteed to be processed and delivered by U.S. Mail before the Tuesday, April 17th, 2018 tax filing deadline.

GENERAL INFORMATION

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

Tax Year Needed

☐ 2016 ☐ Year(s) prior to 2016: _____

Note: 2015 tax year can be access using login instructions on http://sfs.fullerton.edu/1098t/Default.asp

☐ 2017 (ONLY Non-U.S. Citizens requiring a 2017 1098-T Form be issued)

Note: A valid SSN or ITIN must be on file with the University Admissions & 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 Admissions & Records.

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
☐ Misplaced or Destroyed
☐ Just received SSN/ITIN card
☐ Social Security Number or Name Incorrect on original IRS Form 1098-T
(Please submit a IRS W-9S Form to Admission & 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: _____