

## Request for Duplicate 1098-T Form

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2711.

**INSTRUCTIONS** The IRS Form 1098-T that you received reports amounts billed to you for qualified tuition and related expenses, as well as other related information. Use this form to request a duplicate 1098-T. Your request will be processed within 10 days of receiving this form.

Delivery options:

1.  **Pick up** – General Services Complex, 750 Agronomy Road, Suite 1201 – Payroll Services.  
Student ID required to pick-up forms in person.
2.  **U.S. Mail** – Your duplicate(s) 1098-T will be mailed to the address you provide below.
3.  **Image Scan via Email** – Request will only be sent to the student's official Texas A&M University email address. **CAUTION: Email is not a secure method of delivery. Must initial for consent \_\_\_\_\_**

|   |   |
|---|---|
| Today's Date  | Tax Year Requested  |
| Student UIN   | Name  |
| Mailing address   |   |
| Email Address   | Telephone   |
| Campus: <input type="checkbox"/> College Station <input type="checkbox"/> Galveston | Item requested: <input type="checkbox"/> 1098-T Form <input type="checkbox"/> 1098-T Detail |

\_\_\_\_\_  
Student Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name Required

|  |   |  |
|--|---|--|
| <p><b>SUBMIT FORM TO:</b><br/>Payroll Services<br/>MS 1261<br/>payroll@tamu.edu<br/>Fax (979) 845-4134</p> | <p><b>DROP OFF FORM TO:</b><br/>General Services Complex<br/>750 Agronomy Rd<br/>Suite 1201</p> | <p><b>NEED HELP?</b><br/><b>Payroll Services</b><br/><b>Phone (979) 845-2711</b><br/><b>payroll@tamu.edu</b></p> |
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