



1098-T REPLACEMENT REQUEST

To request a replacement copy of your Tuition Payments Statement (1098-T), please provide the information below. Please print neatly and make sure all signatures are complete at the bottom of the page to avoid delays.

Tax Year Needed _____ Reason for Replacement _____

Student's Legal Name _____

Student SSN or Id # _____

Please indicate below how you would like to receive your replacement 1098-T:

- I will pick the replacement up at the Office of Student Accounts (sign below). Please call me at _____ when it is available.
- Please e-mail me at _____ when the replacement is available.
- Please mail it to me at the address below (allow 5-7 business days).

(To ensure confidentiality, 1098-Ts cannot be faxed)

Please provide mailing address and telephone number to mail duplicate form to:

Address _____

City _____ State _____ Zip Code _____

Daytime Phone # _____ E-Mail Address _____

NOTE: REQUEST MUST BE SIGNED BY STUDENT OR GUARANTOR ON RECORD

Student Name (Please Print) _____ Date _____

Student Signature _____

Guarantor Name (Please Print) _____ Date _____

Guarantor Signature _____

Please forward completed form to:
Office of Student Accounts, 110 21st Ave South, Suite 100, Nashville, TN 37203
or Fax to **615-343-8511**

Other Information you need to know ...

- Your request will be processed within 24-48 hours of our receipt of the form (M-F)
- Please don't send multiple requests for the same 1098-T
- When picking up the replacement at our office, you must have photo ID
- The Student Accounts office is located in Suite 100 of the Baker Building

	Original 1098-T Remailed	Date:
	Replacement 1098-T Reprinted and Sent	Date: