

# Form 1098-T Reprint Request

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Name \_\_\_\_\_ Student ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Is the form to be: ( ) picked up ( ) mailed ( ) faxed ( ) emailed

Mailing Address/Email Address \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Reason for request (lost original, never received, incorrect amounts, etc.) \_\_\_\_\_

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*Office use only*

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Received by

Date

Sent to student

Date

Please return the completed form to the Office of Accounting or email to [accounting@utpb.edu](mailto:accounting@utpb.edu).

To prepare for next year's Form 1098-T's, 2017 graduates please opt out to consent receiving your Form 1098-T electronically. In addition, please ensure that the mailing address on file is correct in order to receive all university correspondence.