



## 1098-T REPLACEMENT REQUEST

*We will begin processing replacements each Friday as needed beginning February 14, 2014*

*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 \_\_\_\_\_

Commodore Id # OR last 4 digits of SSN \_\_\_\_\_

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

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

- I will pick up the replacement at the Office of Student Accounts (sign below). Please call me at \_\_\_\_\_ when it is available.
- Please mail the replacement to me at the address below (allow 7-10 business days).

*Provide mailing address and telephone number to mail duplicate form to:*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

**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 21<sup>st</sup> Ave South, Suite 100, Nashville, TN 37203  
or Fax to **615-343-8511**

***Other Information you need to know ...***

- *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 Re-mailed	Date:
Replacement 1098-T Reprinted and Sent	Date: