



1098-T REPLACEMENT REQUEST

We will begin processing replacements each Friday as needed beginning the middle of February

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 21st 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: