

# SFA Business Office Form 1098-T Duplicate Request Form

The current year Form 1098-T plus forms back to year 2011 are available to current students and recent former students through mySFA.

***Current students and recent former students – Instructions to access Form 1098-T through mySFA:***

- Login to mySFA
- Click the BILLING tab
- Under TAX INFORMATION, click 1098-T
- Enter a Tax Year (20xx)
- Click Submit

**If you do not have access to mySFA, complete and submit this Form 1098-T Duplicate Request Form.** The form must be signed by the student and submitted to the SFA Business Office by mail, email, fax, or hand delivery. The request will be processed within three (3) business days of receipt of this form. The duplicate 1098-T will be delivered by the method you select below.

**Make ONE delivery method selection by placing an X by your choice:**

\_\_\_\_\_ **Pick up** – SFA Business Office, Controller’s Office, 2<sup>nd</sup> floor of the Austin Building. The student must pick up the form in person and provide an SFA Student ID or driver’s license. Phone number for Business Office to call when the form is available for pick up: \_\_\_\_\_

\_\_\_\_\_ **U.S. Mail** – Mailed to the address you provide here (please print):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Image scan via email** – Emailed to the address you provide here: \_\_\_\_\_

\_\_\_\_\_ **Fax** – Faxed to the fax number you provide here: \_\_\_\_\_

Tax Year Requested: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ SFA ID#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: *Some delivery methods may not be secure, such as email or unmonitored fax machine. Your signature indicates your consent to receive your Form 1098-T by the method you selected and that you accept any risks.*

Submit this completed form to the SFA Business Office by mail, email, fax, or hand delivery:

SFA Business Office  
P.O. Box 13053, SFA Station  
Nacogdoches, TX 75962-3053

E-mail: [businessoffice@sfasu.edu](mailto:businessoffice@sfasu.edu) • Fax: (936) 468-7213  
Hand delivery: 2<sup>nd</sup> floor Austin Building, Room 204, M-F 8 a.m. - 4:30 p.m.  
Questions?: [businessoffice@sfasu.edu](mailto:businessoffice@sfasu.edu) • office: (936) 468-6960 • 2<sup>nd</sup> floor of the Austin Building

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For SFA Business Office use only:

Date Duplicate Request Received \_\_\_\_\_ Fulfilled \_\_\_\_\_