# SFA Student Business Services
# Form 1098-T Duplicate Request Form

1098-T forms are available to students through MySFA. Former students should have access up to 24 months after the last completed semester.

**Instructions to access 1098-T form:**
- Login to MySFA
- Click the BILLING tab
- Under TAX INFORMATION, click 1098-T
- Enter a Tax Year (20xx)
- Click Submit

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If you do not have access to MySFA, authorized user access can be assigned electronically.
Please complete the form below and return via email to sbs@sfasu.edu for the access to be processed.

**Verify your identity:**
(required)

**Student Name:** _____ **SFA Campus ID#** _____

**Date of birth:** _____

**Last 4 of Social Security Number:** _____

**Address or Phone number (at the time you attended SFA):** _____

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**Personal email address:** _____

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**Student Signature:** _____ **Date:** _____

*Please allow 2-3 business days for processing*

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For SFA Student Business Services use only:

Date Duplicate Request Received _____ Fulfilled _____