

Form 1098-T Reprint Request

INSTRUCTIONS: To request a reprint of a prior year 1098-T form, please complete the form below.

Please allow 24-48 hours for processing.

Delivery options for your duplicate 1098-T:

1. **Pick up** – Your duplicate 1098-T form may be picked up at the address below 24 to 48 hours after your request is submitted. Our office hours are Monday-Friday, 8:00am-4:30pm.

Business Office
Enrollment Services Suite
1003 Monroe Ave
Memphis, TN 38104

2. **U.S. Mail** – Your duplicate(s) 1098-T will be mailed to the address you provide below.

NOTE: *1098-T forms are not emailed as they contain personal identifiable information, and may not be a secure method of delivery.*

Student Name:

First Name

Middle Name

Last Name

Baptist Student ID Number, if known:

1098-T Tax Year(s) Requesting:

Delivery Option - Please circle your choice: Pick Up in Person

U.S. Mail

If you selected the **U.S. Mail** delivery option, please **print** the mailing address below:

Address Line 1

Address Line 2

City, State

Zip Code

Contact Information: *Please provide either your email address, phone number, or both to prevent processing delays due to questions or additional information requests.*

Email:

Phone:

Signature

Date