THE UNIVERSITY OF MEMPHIS

Request for Receipt or Prior Year 1098-T Forms*

This form should be used to request tuition and other receipts, duplicate 1098-T forms* for years prior to the 2006 tax year, or tuition letters for students at The University of Memphis. Completed requests will be mailed to the address provided below. Please allow 7 – 10 business days from date received in Bursar's Office for processing requests.

TO BE COMPLETED BY STUDENT:

Please indicate below the document type and semester(s)/year(s) needed:

☐ Tuition Receipt ☐ Tuition Letter

Semester(s) Needed _____ _____ _____

☐ Duplicate 1098-T form* for years PRIOR to previous tax year

Year(s) Needed _____ _____ _____

☐ Other (Please explain) _____

Date Requested: _____

_____

Last Name: _____ First Name _____

Student ID#: _____

Address: _____

City: _____ STATE _____ ZIP _____

* 1098-T forms are mailed to students by January 31 each year for the previous tax year. If you have not received your 1098-T form, or if your address has changed, you may log into the ECSI Services website as indicated below to print your 1098-T form for the previous tax year through the 2006 tax year. Our office is unable to give any advice about filing taxes; please contact the IRS or your tax preparer for those questions. Use this form for requesting duplicate 1098-T forms for years prior to the previous tax year.

- Log in to ECSI 1098-T Services (link opens in a new page)
- Click on the Login to My Account
- Enter the University of Memphis's school code: **AH**
- Enter the Requested Information and click Login.
- The PIN number is provided by ECSI, go to http://bf.memphis.edu/finance/bursar/1098.php to learn more.

Please return this completed request form to the University of Memphis Bursar's Office, 115 Wilder Tower, Memphis, TN 38152-3520. The form may also be faxed to the Bursar's Office at 901.678.0288.

The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to initial billings or fee statements.

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