

1098-T Duplicate Request Form

INSTRUCTIONS: To print out a copy of your 2013 or 2012 1098-T form, please visit the Howdy website at howdy.tamu.edu.

Current Students—Log in to Howdy, click on “MyFinances”, then click “1098-T Tax Form”.

Former Students—Log in to Howdy, click the “Former Student” tab, then click “1098-T Tax Form”. If you have access problems, or you’ve forgotten your password, follow the instructions that are on the Howdy login page for Former Students.

Parents—Your student can grant you parental access to their information on howdy.tamu.edu. **Your student must grant you specific access to “Tax Form 1098-T”** before you will be able to use the directions below. After your student has given you access to “Tax Form 1098-T”, log in to howdy.tamu.edu. First click the “Parent/Authorized User” tab, and then click “1098-T Tax Form”.

If a duplicate form is requested, students must personally complete and sign this 1098-T Duplicate Request Form. Even when the parent/guardian has access to the student’s tax information online at howdy.tamu.edu, only the student can authorize this 1098-T Duplicate Request Form.

All users—Requests for a duplicate 1098-T may be submitted by mail, email, fax, or can be hand delivered using the information at the bottom of this form. Your request will be processed within 3 business days of receipt of this form and will be delivered to you by the method you choose below. *Please make **ONLY ONE** selection.*

Delivery options for your duplicate 1098-T:

1. **Pick up** – General Services Complex, 750 Agronomy Road, Suite 1201 – Payroll Services.
Student ID is required to pick forms up in person.
2. **U.S. Mail** – Your duplicate(s) 1098-T will be mailed to the address you provide below.
3. **Image Scan via Email** – Your duplicate(s) 1098-T will be emailed to the address you provide below.
Email is not a secure method of delivery. Your signature below indicates your consent.
4. **Fax** – Your duplicate(s) 1098-T will be sent to the fax number you provide below.

Name	Tax Year Requested
Student UIN	Email
Mailing address	
Telephone	Fax
Campus: <input type="checkbox"/> College Station <input type="checkbox"/> Galveston	Item requested: <input type="checkbox"/> 1098-T Form <input type="checkbox"/> 1098-T Detail

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact Form1098T@tamu.edu.

Student Signature Required

Date

SUBMIT FORM BY MAIL, EMAIL or FAX TO:

Texas A&M University
 Payroll Services
 1261 TAMU
 College Station, Texas 77843-1261
FORM1098T@tamu.edu
 Fax (979) 845-4134

DROP OFF FORM TO:

General Services Complex
 750 Agronomy Rd
 Suite 1201
 College Station, Texas 77843

SEND QUESTIONS TO:

FORM1098T@tamu.edu