



UNIVERSITY OF  
SOUTH FLORIDA®

## 1098-T TUITION STATEMENT: PAPER REQUEST FORM

The tax Tuition Statement, IRS Form 1098-T, is available online and be printed at any time for your records through the Student Self Service portal. It may be found under: **Tuition & Fees** - > **View Tax Form 1098T**.

If you need access to Student Self Service contact the Registrar at <https://www.usf.edu/registrar/resources/contact-us.aspx>

Submission of this form will withdraw electronic consent and request a receipt of IRS Form 1098-T via U.S. Mail.

USF ID# : \_\_\_\_\_

NAME : \_\_\_\_\_

TAX YEAR : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

**NOTICE:** The 1098T Tuition Statement will be mailed to the most recent and active permanent mailing address in your Student Self Service account. It is your responsibility to ensure that this address is updated.

**NOTICE:** The University will provide a confirmation in writing by to your official USF email for the withdrawal of consent, including the date on which it takes effect. Withdrawal of consent does not apply to an electronic statement that was furnished before the date on which the withdrawal takes effect. This applies to every tax year after which the electronic consent is withdrawn. The student shall update contact information in the student account in Student Self Service.

**PROCESSING TIME:** 10 business/working days from receipt of completed form.

### MAIL COMPLETED FORM TO

University of South Florida  
UCO - Accounts Receivable  
4202 East Fowler Ave., SVC 1039  
Tampa, FL 33620

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Email Confirmation Sent: \_\_\_\_\_ Initials: \_\_\_\_\_