



Request for the IRS FORM 1098-T

To: Accounting Office – Student Accounts
University of the West
1409 Walnut Grove Ave.
Rosemead, CA 91770
Fax: 626-656-2105

Please issue/reissue a Tuition Statement (Form 1098-T) for the following student:

Today's Date:	Tax Year Requested:
Student ID:	Student's Legal Name:
Mailing Address:	
Email Address:	Telephone:

Delivery options:

1. Pick up at Accounting Office (Student ID required to pick up forms in person).
2. U.S. Mail –Form 1098-T will be mailed to the above address.
3. E-mail –Form 1098-T will be forwarded to the above e-mail.

Printed Name Required

Date

Student's Signature Required

PLEASE NOTE: FOR PRIOR YEARS 1098-T's WILL BE MAILED, EMAILED, OR AVAILABLE FOR PICK UP WITHIN FIVE BUSINESS DAYS OF RECEIPT OF REQUEST AT THE ACCOUNTING OFFICE. FOR CURRENT 1098-T's WILL BE READY BY JANUARY 31 OF EACH YEAR.

FOR INTERNAL OFFICE USE ONLY:

Date request received: _____

Date mailed: _____

Date Processed: _____