

1098-T Duplicate Request

Tax Compliance & Reporting

INSTRUCTIONS: 1098-T tax forms are available online via the Howdy Portal. Current and Former students have access to the current year and past two years 1098-T Forms and Details. To Print a copy of your 1098-T:

Current & Former Students:

1. Log into *HOWDY* ([click here](#))
2. Current Student- Continue to Step 3
Former Students - go to 'Former Student' tab then proceed to Step 3.
If you forgot your NetID or if your password has expired, click on "Information about Former Student Access" on the Howdy homepage.
3. Click on *My Profile* (icon located in the center, towards the top of the page)
4. Click on *Finances* (on the left hand side, under your profile picture)
5. Click *1098-T Tax Form* by selecting the arrow on the right hand side to utilize the drop down menu for 1098-T Tax Forms
6. Click the link of the year of Tax Form 1098-T you which to view and print.

Parents—Your student can grant you parental access to their information on the [Howdy website](#). **Your student must grant you specific access to "Tax Form 1098-T" in order for you to view and download these forms.** After your student has given you access to view his/her tax forms.

1. Go to the [Howdy Homepage](#).
2. Click the "**Information about Parent Access**" tab.
3. Click the "**Parent/Guardian**" tab.
4. Follow the instructions for Parent Access to Academic Records and other Services.

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 in Howdy, 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 choose your method of delivery option by clicking the down arrow.**

Select Delivery Option:

- Select Delivery Option
- Pick up**—General Services Complex, 750 Agronomy Road, Suite 3101. Picture ID is required.
 - U.S. Mail**—Your duplicate(s) 1098-T will be mailed to the address you provide below.
 - Image Scan via Email**—Your duplicate(s) 1098-T will be emailed to the address you provide. **Email is not a secure method of delivery. Your signature below indicates your consent.**
 - Fax** – Your duplicate(s) 1098-T will be sent to the fax number you provide below.

| | | | |
|-------------------------|------------------------|-------------------------------|--|
| Student Name: | | Tax Year(s) Requested: | |
| Student UIN: | | Email: | |
| Mailing Address: | | | |
| Telephone: | | Fax: | |
| Campus: | Item Requested: | Select Item Requested | |

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 Tax Compliance & Reporting
6003 TAMU
College Station, Texas 77843-6003
FORM1098T@tamu.edu
Fax (979) 458-3131

DROP OFF FORM TO:
General Services Complex 750
Agronomy Rd
Suite 3101
College Station, Texas 77843

SEND QUESTIONS TO:
FORM1098T@tamu.edu