



UNIVERSITY OF CENTRAL 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 your [myUCF](#) portal account. It may be found under: **Student Self Service -> Finances - > 1098t Tax Management**. If you need access to your [myUCF](#) account, contact the IT Helpdesk at 407-823-5117.

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

UCF ID #: _____

Name: _____

TAX YEAR: _____

SIGNATURE: _____

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

NOTICE: The University will provide a confirmation in writing to your official UCF 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 This applies to every tax year after which the electronic consent is withdrawn.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 myUCF.

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

Email completed form to studentaccounts@ucf.edu or mail to:

University of Central Florida
Student Account Services
PO BOX 160115
Orlando, FL 32816-0115

OFFICIAL USE ONLY

Date Received: _____

Date Processed: _____

Email Confirmation Sent: _____

Initials: _____