



1098-T Duplicate Request

BUSINESS OFFICE

Only the student can authorize this 1098-T Duplicate Request Form with the required signature below.

Instructions: Requests for a duplicate 1098-T may be submitted by mail, email, fax, or can be hand delivered. This request will be distributed by the method you choose below. Please mark ONLY ONE choice. Allow 5 business days for processing.

Delivery options for your duplicate 1098-T:

- 1. [] Electronic Delivery – Access MyLynx, Student Info, Finances, Under Financial Document Center, click the green box “Consent to electronic statements to receive your 1098-T through your secure student portal
2. [] Pick up – Lincoln College Business Office. Student ID is required to pick up in person.
3. [] U.S. Mail – Duplicate 1098-T will be mailed to the address you provide below.
4. [] Image Scan via Email – Duplicate 1098-T will be emailed to the address you provide below. NOTE: Email may not be a secure method of delivery. Student’s signature below indicates consent.
5. [] Fax – Duplicate 1098-T will be sent to the fax number student provides below.

Student Name (Required) Student ID# (Required)

Tax Year Please check ONE: ___ 2019 (current) or ___ prior year. If prior, what year? (Required)

Please PRINT information for the Delivery Option selected above:

Form with sections: U.S. Mail (Mailing address), Image Scan via Email (Email address), Fax (Fax to the ATTN of whom, Fax#, Company name, Phone#)

Required STUDENT Signature:

Date Contact phone

Table with 3 columns: SUBMIT FORM BY MAIL, EMAIL or FAX TO; DROP OFF FORM TO; SEND QUESTIONS TO: (including contact info for Lincoln College Business Office)