

## 1098-T Mail Request

You have given consent\* to receive your 1098-T electronically through your Campus Connection account, rather than by mail. If you choose to decline this consent in order to receive your 1098-T by mail, you may do so by submitting the following information no later than February 15th of the year following the tax year on the 1098-T.

Student Name: \_\_\_\_\_

NDSCS ID #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

NDSCS Email: \_\_\_\_\_

Mailing Address (city, state, zip): \_\_\_\_\_

By submitting this form, I acknowledge the following:

- I am requesting to withdraw my consent to receive my 1098-T electronically and that NDSCS Business Affairs is to mail my 1098-T to the address listed above.
- If my request is received by February 15th of the year following the tax year on the 1098-T, my 1098-T will be placed in the mail within 3 business days of NDSCS receiving my request.
- If my request is received after February 15th of the year following the tax year on the 1098-T, the request will be in effect for any 1098-T's that are generated for future tax years.
- I am able to cancel this request by contacting NDSCS Business Affairs by mail or by email at NDSCS.BusinessAffairsOffice@ndscs.edu.

\_\_\_\_\_  
Student Signature (typed or written)

\_\_\_\_\_  
Date

Click the box to submit this form by email to Business Affairs. You may also submit this by mail to: NDSCS Business Affairs, 800 6<sup>th</sup> St N, Wahpeton, ND 58076.

Once your email is read by NDSCS, you will receive a confirmation email acknowledging that your request has been received.

\*You have previously consented to receive your 1098-T Tax Document(s) by agreeing to the terms of the NDUS User Agreement (as part of the Campus Connection sign-in process) along with completing your Financial Obligation Agreement (FOA) each semester.