

Memo

To: FOREIGN/F-1 STUDENTS OF LINCOLN UNIVERSITY
From: ACCOUNTING DEPARTMENT
Date: 11/3/2011
Re: FORM 1098-T – TUITION STATEMENT

All F-1 students who would need the Form 1098-T (for tax filing) should make their requests to the Accounting Department starting today through **December 31, 2011**.

Tuition Statement will be sent out on or before **January 31st 2012**. No Statement will be issued after this date per IRS.

Students must provide Social Security Number and the request must be received on or before **December 31, 2011** in order to process the statement. The University may be closed during the Holidays. Students may submit the request by mail, fax, e-mail or in person.

Mail: 401 15th Street, Oakland, CA 94612
Attn: Accounting Dept.

Fax: 510-628-8026

E-Mail: accounting@lincolnuca.edu

Lincoln University

Request for Tuition Statement (Form 1098-T)

Last Name First Name Middle Name Student ID#

Social Security #

Phone #

Mailing Address

Tuition Statement will be sent out on or before **January 31st**. No Statement will be issued after this date per IRS. Students must provide Social Security # and submit this request before the deadline in order to process the statement.

Signature _____

Date _____

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For Admission Use Only

At Least Half-Time: Yes No

Graduate Student: Yes No

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For Accounting Use Only

Payment Received _____

Refund _____

Scholarship/Grant _____

Prepaid for Next Semester: Yes No

401 15th Street, Oakland, California 94612

Tel: (510) 628-8028

Fax: (510) 628-8026

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