



Student Accounting, Billing,
and Cashier Services

March 20, 2019

SAMPLE CUSTOMER NOTIFICATION LETTER

(Furnish by January 31st of the year following the calendar year in which the cash is received)

[DATE]

Dear Valued Student:

We are required by the Internal Revenue Service (IRS) to report all transactions involving more than \$10,000 in cash, including cashier's checks, bank drafts, traveler's checks and money orders or cash equivalents as defined by the [IRS Form 8300 Reference Guide](#) and to notify customers identified in those transactions that we have filed the required report.

This letter serves as notification that Rutgers, The State University of New Jersey has sent a request to file Form 8300 with the IRS on [Date], indicating that you gave us \$[Amount] in cash or cash equivalents in connection with your tuition payment within the last 12 months.

For more information about cash payments and [Form 8300](#) visit the IRS website.

Thank you,

Student Accounting, Billing and Cashier Services

Rutgers University

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