

Request for Student's Taxpayer Identification Number and Certification

Provide form to the Student Services Counter, Lassen Hall Lobby. Do NOT send to the IRS.

Part I Student Identification

Please print or type	Name of Student	Taxpayer Identification Number -----
	Address (number, street, and apt. or suite no.)	or Social Security Number -----
	City, State, and ZIP code	Student ID Number

Part II Taxpayer Identification Number Certification

I certify that the number shown on this form is my correct taxpayer identification number/SSN.

Sign Here	Signature _____	Date _____
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Part III Requester Information

Requester's name and address California State University Sacramento Office of the University Registrar 6000 J Street Sacramento, CA 95819-6056
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General Instructions

Purpose of form. An eligible educational institution, such as California State University Sacramento, must get your correct identifying number to file Form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. This will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). Form 1098-T contains information about qualified tuition and related expenses to help determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce Federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Higher Education.

Use Form W-9S to give your correct SSN or ITIN to California State University Sacramento. Under federal law, you are required to provide the requested information.

Specific Instructions

Part I. Student Identification

You must complete this part.

Name and address. Enter the name and mailing address of the student. The name should match that used by the Social Security Administration or Internal Revenue Service.

Taxpayer Identification Number or Social Security Number. Enter your SSN or ITIN. If you do not have an SSN or ITIN, you may apply for one with the IRS. Please fill out and return this form when you receive your SSN/ITIN.

Student ID Number. Enter your Sac State Student ID Number.

Part II. Certification

Sign and date your name in the space provided.

Part III. Requester Information

This information is provided to identify the requestor and provide the address to which the form should be sent.

Note: *Deliver or mail this completed form with a copy of your SSN/ITIN document to the address provided above. Do not email or fax the form as these are not secure ways to transmit personal information.*

Penalties

Failure to furnish correct SSN. If you fail to furnish your correct SSN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSNs. If California State University Sacramento discloses or uses your SSN in violation of Federal law, California State University Sacramento may be subject to civil and criminal penalties.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice