

# Request for Student's Taxpayer Identification Number

## (Substitute Form W-9S)

**Return completed signed form along with your Social Security Card (or a copy), in person or by mail, to:**

**Do not submit this form to the IRS.**

**Student One Stop**

Washburn University, Morgan Hall  
 1700 SW College Avenue  
 Topeka, KS 66621

<b>PART I</b>	Name of Student	
	Address: <input type="checkbox"/> Permanent <input type="checkbox"/> Current	
	Taxpayer Identification Number (SSN or ITIN)	Washburn ID Number (WIN)
	_ _ - _ - _ - _ - _ - _	W _ _ _ _ _ - _ - _ - _
<b>PART II</b>	I certify that the number shown on this form is my correct taxpayer identification number and the permanent or current address is accurate as indicated.	
	_____	_____
	Signature	Date
<b>OR</b>		
<b>PART III</b>	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.  <input type="checkbox"/> I do not wish to provide my taxpayer identification number to Washburn University at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. I further understand that the IRS will not be able to use the Form 1098-T filed by Washburn University to confirm my eligibility for certain education tax benefits without my taxpayer identification number.	
	_____	_____
	Signature	Date

## Instructions

**Purpose.** Washburn University (or Washburn Institute of Technology) 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.

Under federal law, you are required to provide the requested information.

### Part I.

Enter your name and mailing address. The name should match that used by the Social Security Administration or Internal Revenue Service. Please indicate whether the address is your permanent or current address. 1098-T forms are mailed to the permanent address by default, then to the current address if no permanent address is listed.

Taxpayer identification number. Enter your SSN or ITIN. If you do not have an SSN or ITIN, apply for one and fill out and return this form when you receive it.

### Part II.

Sign your name in the space provided to confirm the information provided. The University Registrar cannot change your records without your signature.

### Part III.

Please fill out this part only if you are unwilling or unable to provide a taxpayer identification number. Check either the first or second box in Part III and sign the statement. By law, Washburn University must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

***Deliver or mail the completed form to the address provided. Be prepared to show your Social Security Card in person or include a copy of the card if mailed. Do not email the form. Email is not a secure way to transmit personal information.***

### Penalties

*Failure to furnish correct SSN.* If you fail to furnish your correct SSN or ITIN to Washburn University, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

*Misuse of SSNs.* If Washburn University discloses or uses your SSN in violation of Federal law, Washburn University 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 for civil and criminal litigation and to cities and states to carry out their tax laws.