

W9TX

**Request for Student's Taxpayer Identification Number Form
(Substitute IRS W-9S Form)
DO NOT SUBMIT THIS FORM TO THE IRS**

1. Complete *either* Part I or Part II of this form, according to the instructions on pg. 2. *Do not complete both parts of this form.* Please print and write legibly. Unreadable or incomplete documents will be rejected.
2. Return this completed and signed form as soon as possible by mail to the PO Box above or by fax to the fax number above. Do not submit this form by email attachment.

Part I (Complete only Part I if you are providing your taxpayer identification number)

Student Name: _____
Last name First name Middle name

Home Address: _____

Student Taxpayer ID Number: _____ - _____ - _____ U.Va. Computing ID: _____
(SSN or ITIN) (ex. mst3k)

I certify by signing below that the number shown on this form is my correct taxpayer identification number.

Student Signature Date

Part II (Complete only Part II if you are *not* providing your taxpayer identification number)

Student Name: _____
Last name First name Middle name

U.Va. Computing ID: _____
(ex. mst3k)

- I am a foreign national/nonresident alien and do not have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). I do not plan to file an income tax return in the U.S. for 2015.
- I do not wish to provide my taxpayer identification number to U.Va. at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so (see IRC §6723). I further understand that the IRS will not be able to use the form 1098-T filed by U.Va. for 2015 to confirm my eligibility for certain education tax benefits without my taxpayer identification number.

Student Signature Date

Instructions for Completing the Request for Student's Taxpayer Identification Number Form

Purpose

The University of Virginia must obtain your correct identifying number in order to file IRS form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. For most people, this is 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 tax dependent, may take either the tuition and fees deduction or claim an education credit to the reduce federal income tax. For more information, see IRS Publication 970, Tax Benefits for Higher Education.

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

Part I

Print your name, your home address, your SSN or ITIN, and your University of Virginia computing ID (for identity verification purposes).

Sign your name in the space provided to confirm the information you have provided. We cannot update your SIS record without your signature. Indicate the date you signed the form as well.

DO NOT COMPLETE PART II IF YOU COMPLETE PART I.

Submit the form to Student Financial Services using the submission information at the top of p. 1.

Part II

Complete Part II, and only Part II, if you are unable or unwilling to provide a taxpayer identification number. Print your name and your U.Va. computing ID. Check either the first or the second box (but not both) and sign the form. By law, the University must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file IRS Form 1098-T.

Submit the form to Student Financial Services using the submission information at the top of p. 1.

Penalties

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

Misuse of SSNs. If the University of Virginia discloses or uses your taxpayer identification number in violation of federal law, it may be subject to civil and criminal penalties.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide 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.