

# College of DuPage

## Request for Student's Taxpayer Identification Number Form

(Substitute IRS Form W-9S)

Return the completed and signed form, in person or by mail, to:

Cashier's Office – BIC 2424  
 College of DuPage  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137

**DO NOT SUBMIT THIS  
FORM TO THE IRS.**

Please complete *either* Part I or Part II. See next page for instructions.

<b>PART I</b>	Name of Student (Last Name, First Name)	
	Street Address (Number, Street, and Apt. or Suite No.)	
	Student Taxpayer Identification Number (SSN or ITIN)  ____ - ____ - ____ - ____ - ____	COD Student ID Number
	Under penalties of perjury, I certify the number shown on this form is my correct taxpayer identification number.	
_____ Signature		_____ Date

**OR**

<b>PART II</b>	Name of Student (Last Name, First Name)	
	Street Address (Number, Street, and Apt. or Suite No.)	COD Student ID Number
	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). I do not plan to file an income tax return in the United States.  <input type="checkbox"/> I do not wish to provide my Taxpayer Identification Number to College of DuPage at this time. I understand I may be subject to an IRS fine of \$50 for failure to do so (see IRC §6723). I further understand the IRS will not be able to use the Form 1098-T filed by College of DuPage to confirm my eligibility for certain education tax benefits without my Taxpayer Identification Number.	
_____ Signature		_____ Date

**SEE NEXT PAGE FOR INSTRUCTIONS**

# College of DuPage

## Request for Student's Taxpayer Identification Number Form

Submit this form to the Cashier's Office at College of DuPage.  
Do NOT send this form to the IRS.

### Instructions

#### Purpose

An eligible educational institution, such as College of DuPage, must obtain 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

Print your name, your home address, your SSN or ITIN, and your College of DuPage student ID (for identity verification purposes). The name should match that used by the Social Security Administration or Internal Revenue Service. The student MUST sign this statement in the space provided to confirm the information provided. The Office of Student Registration Services cannot change your records without your signature.

**DO NOT COMPLETE PART II IF YOU COMPLETED PART I.**

#### Part II

Please fill out this part only if you are unwilling or unable to provide a Taxpayer Identification Number. Print your name, your home address, and your College of DuPage student ID (for identity verification purposes). Check either the first or second box and sign the statement. By law, College of DuPage must ask you at least once a year for your Taxpayer Identification Number in order to meet its obligation to file Form 1098-T. The student MUST sign this statement in the space provided to confirm the information provided.

*Deliver or mail the completed form to the College of DuPage Cashier's Office (BIC 2424). Do not email the form. Email is not a secure way to transmit personal information.*

#### How to Obtain an 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. To apply for an SSN, obtain Form SS-5, Application for a Social Security Card, from your local Social Security Administration Office. To apply for an ITIN, obtain Form W-7, Application for IRS Individual Taxpayer Identification Number, from the IRS website at [www.irs.gov](http://www.irs.gov).

#### Penalties

*Failure to furnish correct Taxpayer Identification Number.* If you fail to furnish your correct SSN or ITIN to College of DuPage, 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 College of DuPage discloses or uses your Taxpayer Identification Number in violation of federal law, College of DuPage 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.

The Family Educational Rights and Privacy Act (FERPA) of 1974 requires the protection of student records by educational institutions receiving funds from the U.S. Department of Education or whose students receive those funds. Except for certain circumstances specified in the FERPA statute and regulations, FERPA prohibits the disclosure of personally identifiable information from educational records to third parties unless the institution has the consent of the student.

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FORM TO THE IRS.**