Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

Return completed signed form, in person to the Bursar/Cashier Office at any Collin campus location or mail to:

Collin College
Higher Education Center
ATTN: Bursar
3452 Spur 399
McKinney, Texas 75071

Do not submit this form to the IRS. It is for institutional use only.

PART I	Name of Student
	Address

	Taxpayer Identification Number (SSN or ITIN)	Campus-wide ID (CWID), *9-digit number*
	__ __ __ - __ __ - __ __ __ __ __	1 __ __ __ __ __ __ __ __ __

PART II	I certify the number shown on this form is my correct taxpayer identification number.
	Signature Date

OR

PART III	☐ 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 U.S. ☐ I do not wish to provide my taxpayer identification number to Collin at this time. I understand I may be subject to an IRS fine of $50 for failure to do so. I further understand the IRS will not be able to use the Form 1098-T filed by Collin to confirm my eligibility for certain education tax benefits without my taxpayer identification number. Signature Date

See instructions on back.

Instructions

Purpose.

Purpose. Collin must get your correct identifying number to file IRS 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 exactly that used by the Social Security Administration or Internal Revenue Service.

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. Collin's Registrar cannot update your official student record 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 and sign the statement. By law, if your taxpayer identification number is not already part of your official student record, Collin 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. 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 Collin, 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 Collin discloses or uses your SSN in violation of Federal law, Collin 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.