

# Request for Student's Taxpayer Identification Number and Certification

**Give form to the requester. Do NOT send to the IRS.**

**Part I Student Identification**

<b>Please print</b>	Name of student	Taxpayer identification number
	Address	Student ID number

**Part II (a) Taxpayer Identification Number Certification**

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

<b>Sign Here</b>	Signature	Date
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**—OR—**

**Part II (b) Missing Taxpayer Identification Number Certification** (Please check one and sign)

- I am a foreign national/nonresident alien and do not possess 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 Roger Williams 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 Roger Williams University to confirm my eligibility for certain education tax benefits without my taxpayer identification number.

I certify that the missing taxpayer identification number on this form is due to the reason checked above.

<b>Sign Here</b>	Signature	Date
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**Part III Requester Information**

Requester's name and address

Office of the Bursar  
Roger Williams University  
One Old Ferry Road  
Bristol, RI 02809

## General Instructions

**Purpose of form.** An eligible educational institution, such as Roger Williams University, 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.

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

**Note:** Roger Williams University may request your SSN and certification using Form W-9S or by other means, such as electronically.

## Specific Instructions

### Part I. Student Identification

You must complete this part.

**Name and address.** Enter your name and mailing address. The name should match 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.

**Student ID Number.** Enter your Roger Williams University student identification number.

### Part II. Certification

In Part II, you must certify Part II (a) or Part II (b).

#### Part II (a). SSN or ITIN Certification

If you have provided your SSN or ITIN, sign your name and date in the space provided.

#### Part II (b). Missing SSN or ITIN Certification

If you have not provided your SSN or ITIN, check one of the boxes and sign your name and date in the space provided. Certify Part II (b) only if you are unwilling or unable to provide a taxpayer identification number. By law, Roger Williams 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.

### 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 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 to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

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**Misuse of SSNs.** If Roger Williams University discloses or uses your SSN in violation of Federal law, Roger Williams 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