

W9-S

Request for Student's Identification Number

This form replaces IRS Form W-9S. Please see general instructions below.

Return form to the requester.
Do not send to the IRS.

Part I - Student or Borrower Identification (Please Print or Type)

**Social Security Number (SSN)
or Individual Taxpayer
Identification Number (ITIN):** _____

Student Name: _____

Address: (number, street, and apt or suite no.) _____

City: _____ **State:** _____ **ZIP Code:** _____

Part II - University at Buffalo Information

8-Digit UB Person Number (Located on your UB Card) : _____

_____ **Request 1098-T for previous Tax Year**

Incorrect SSN/ITIN Number on file at UB (if applicable): _____

Corrections to SSN/ITIN in our System must be accompanied by the following documentation*:

- 1. Documentation showing new or corrected SSN (copy of signed SSN card or copy of Federal tax return)
- 2. Photo ID (copy of Driver's License, Passport or Alien Registration Card)

**We are only able to process forms to update or correct a SSN/ITIN if the form is accompanied by the documents list above.*

Part III - Certification (signature required)

I certify that the number provided in Part I above is complete and accurate. I authorize that this identification number be added to my student record.

Student Signature:** _____ **Date:** _____

***This field must contain an actual signature. Typed signatures will not be accepted.*

Submitting Completed Form - completed forms may be submitted in the following ways:***

- **Secure Upload via the Office of the Registrar website:** registrar.buffalo.edu/forms/documentation-upload-center.php
- **In Person:** 1Capen or 1Diefendorf | Monday through Friday | 8:30am - 4:30pm
- **By Postal Mail:** Office of the Registrar - University at Buffalo, 1Capen, Buffalo, NY 14260-1631
- **By Fax:** Office of the Registrar - (716) 645-7762

***** Please note: This form its not accepted via E-Mail and will be deleted immediately if received; no corrections will be made to your student record.**

General Instructions - Purpose of form.

An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS at to furnish a statement for you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement).

The information about your tuition will help to 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. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education. **Note: The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.**

Specific Instructions - Part I. Student Information. This part must be completed.

Name and address: Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan. **Note:** If you pay tuition and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower. **Taxpayer's identifying number:** Enter your SSN or ITIN. If you do not have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write "Applied for" in the space provided. **How to get an SSN or ITIN:** To apply for an SSN, use Form 55-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at www.ssa.gov/online. You may also get this form by calling: 1-800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use form W-7, Application for IRS Individual Taxpayer Identification Number. This form is available from the IRS website at www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

Specific Instructions - Part II. University at Buffalo Information

All information must be completed and written legibly for this form to be processed.

Specific Instructions - Part III. Certification

This form must include the signature of the individual whose SSN/ITIN is provided. This form will not be processed without a signature.

Penalties

Failure to furnish correct SSN or ITIN: If you fail to furnish your correct SSN or ITIN to the requestor, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect. **Misuse of SSN or ITIN:** If the requestor discloses or uses your SSN or ITIN in violation of federal law, the requestor 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 the 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, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.