



## Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

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

Office of the Bursar  
ATTN: Information Reporting  
University of Connecticut  
233 Glenbrook Rd. Unit 4100  
Storrs, CT 06269-4100

**Do not submit this form to the IRS.**

Secure Fax: 860-486-3307

PART I	Name of Student <b>(Required)</b>	
	Address <b>(Required)</b>	
	Taxpayer Identification Number (SSN or ITIN) <b>Type or Print Clearly</b>  _ _ _ - _ _ - _ _ _ _ _	PeopleSoft ID Number <b>(Required)</b>
PART II (sign here only if you provide a SSN or ITIN in Part I)	I certify that the number shown in Part I of this form is my correct taxpayer identification number.	
	_____ Signature (Typed or Electronic are not accepted)	_____ Date
OR		
PART III	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to UConn at this time. I understand that the IRS will not be able to use the Form 1098-T filed by UConn to confirm my eligibility for certain education tax benefits without my taxpayer identification number. I further understand that my failure to provide a taxpayer identification number could potentially result in IRS penalties to both myself and UConn. (See the instructions to this form for more information).	
	_____ Signature (Typed or Electronic are not accepted)	_____ Date

## Instructions

**Purpose.** UConn must get your correct identifying number in connection with its obligation to file Form 1098-T (Tuition Statement) as required by Federal law. 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 tax 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, regardless of age or filing status.

### Part I.

Enter your name and mailing address. The name should match that used by the Social Security Administration or Internal Revenue Service. It is recommended that your name in UConn's Student Administration System (referred to as "PeopleSoft") match the name on your Social Security Card or ITIN paperwork.

Taxpayer Identification Number: Enter your SSN or ITIN. If you do not have an SSN or ITIN, you may apply for one and return this form when you receive it, otherwise complete Part III. (Please refer to the IRS's website at <https://www.irs.gov/forms-pubs/about-form-w7> for more information on how to apply for an individual taxpayer identification number.)

### Part II.

If you provided a SSN or ITIN in Part I, sign your name in the space provided in this section to confirm the information you provided in Part I. The Office of the Registrar cannot change your records without your signature. Typed or electronic signatures are not accepted.

### Part III.

Please fill out this section only if you are unwilling or unable to provide a taxpayer identification number. Check **either the first or second box** and sign the statement. Typed or electronic signatures are not accepted.

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 Form 1098-T.

*Deliver the completed form to the Bursar's Office in person or to the address provided. You may also send to the secure fax at 86-486-3307. This information cannot be provided over the phone. Please 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 UConn, Section 6723 of the Internal Revenue Code allows the IRS to impose a penalty of \$50 unless the failure is due to reasonable cause and not to willful neglect. To be clear, UConn has no general obligation to report to the IRS about students who refuse to complete the form, and does not presently intend to do so unless the information is requested by the IRS through proper means or in connection with a broader inquiry such as an audit.

*Misuse of SSNs.* If UConn discloses or uses your SSN in violation of Federal law, the 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 for civil and criminal litigation and to cities and states to carry out their tax laws.