

## Social Security Number (SSN) / Individual Taxpayer Identification Number (ITIN)

<b>PART 1</b>	Name of Student (required):	UW-Whitewater Student ID Number (required):
	Mailing Address (required):	
<b>PART 2</b>	Taxpayer Identification Number: Social Security Number (SSN)  -----	Taxpayer Identification Number: Individual Taxpayer Identification Number (ITIN)  -----
	<b>OR</b>	
<b>PART 2</b>	<b>Requests received without proper documentation will <u>not</u> be processed.</b>	<b>Requests received without proper documentation will <u>not</u> be processed.</b>
	Requires: Copy of Signed SSN Card <b>AND</b> Copy of Signed Photo ID	Requires: Copy of Signed ITIN Card <b>AND</b> Copy of Signed Photo ID
<b>PART 3</b>	I certify that the number shown on this form is my correct taxpayer identification number (SSN or ITIN).	
	Signature _____	Date _____
<b>OR</b>		
<b>PART 4</b>	<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 United States of America.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to UW-Whitewater 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 UW-Whitewater to confirm my eligibility for certain education tax benefits without my taxpayer identification number.	
	Signature _____	Date _____

**Penalties:** *Failure to furnish correct SSN or ITIN* - If you fail to furnish your correct SSN or ITIN to UW-Whitewater, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect. *Misuse of SSN* - If UW-Whitewater discloses or uses your SSN in violation of Federal law, UW-Whitewater may be subject to civil and criminal penalties.

Return completed signed form to: Student Financials  
Hyer Hall, Room 104  
University of Wisconsin - Whitewater  
800 West Main Street  
Whitewater, WI 53190-1790

Have questions?  
Contact us via phone at 262-472-1373 or email at [sfs@uww.edu](mailto:sfs@uww.edu)

## Instructions

### Purpose:

UW-Whitewater must get 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 1.

Enter your name, student ID, 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.

### Part 2.

Social Security Number: copy of Signed Social Security Number AND signed Photo ID.

Individual Taxpayer Identification Number: copy of Signed Individual Taxpayer Identification Number Card AND signed Photo ID.

### Part 3.

Sign your name in the space provided to confirm the information provided. The Student Financials Office cannot change your records without the required documents and signature.

### Part 4.

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.

*Deliver or mail the completed form to the address provided. Do not email this form as email is not a secure way to transmit personal information.*

### 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.