

## Request for Student's Social Security Number (SSN)/Tax Identification Number (TIN)

Please read, complete, sign, and submit this form to TSU Student Accounting in person at:

**Student Accounting**  
**E.O. Bell Building-1<sup>st</sup> Floor**  
**3100 Cleburne St.**  
**Houston, Texas 77004**

**You will also need to bring a state issued id or passport, as well as your Social Security or "green" card.**

<b>Part I</b>	Name of Student	Social Security Number (Taxpayer Identification Number) : : :
	Address (Number, street, and apt. or suite no.)	TSU Student ID Number : : :
	City, state and ZIP code	

<b>Part II</b>	<p>Under penalties of perjury I certify that the Social Security Number shown on the form is my true Social Security Number.</p> <p>Student Signature _____ Date _____</p>
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<b>Part III</b>	<p>I do not wish to provide my Social Security Number. I have read this document and the attached letter, and am aware of the following: Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the University is required to solicit from students. The IRS can levy penalties on the student for refusing to provide his/her SSN/TIN and subsequently claiming qualifying expenditures for the Hope Scholarship Tax Credit and/or the Lifetime Learning Tax Credit.</p> <p>Student Signature _____ Date _____</p>
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**SEE NEXT PAGE FOR INSTRUCTIONS**

# Request for Student's Taxpayer Identification Number

Submit this form to the University.  
Do NOT send to IRS.

## Instructions

### Purpose

Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the university is required to solicit from students whose SSNs/TINs may be missing or incorrect. Failure to comply with this requirement may result in civil penalties, assessed by the IRS. The purpose of providing SSN/TIN is for the issuance of the Form 1098-T, Tuition Payments Statement. The university reports the amount billed for qualifying tuition and fees to both you and the IRS on Form 1098-T. The 1098-T contains information related to claiming a tuition and fee deduction, the Hope Scholarship credit and /or the Lifetime Learning Credit on your taxes. The University will only utilize your SSN/TIN in a manner that does not permit personal identification of you. The Social Security Number is confidential and, pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), will not be released and only used as stated above.

### Part I

**You must complete this part.**

**Name and address.** Enter the name and mailing address of the student.

**Social Security Number (Taxpayer Identification number).** Enter your Social Security number (SSN). If you have an IRS Individual Taxpayer Identification Number (ITIN) because you are not eligible to obtain an SSN, enter the 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 SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office. 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, that you can get from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS website at [www.irs.gov](http://www.irs.gov).

### Part II

Please sign and date indicating student is providing a SSN or ITIN.

### Part III

Please read, sign, and date this section **ONLY** if you are not willing to provide your Social Security Number. By signing you acknowledge that you are aware of the following: Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the University is required to solicit Social Security Numbers from students. The IRS can levy penalties on the student for refusing to provide his/her SSN and subsequently claiming qualifying Expenditures for the Hope Scholarship Tax Credit and/or the Lifetime Learning Tax Credit.

### Penalties

**Failure to furnish correct SSN or ITIN.** If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITINs.** If the requester discloses or uses your SSN or ITIN in violation of Federal law, the requester may be subject to civil and criminal penalties.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide 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, states, and the District of Columbia to carry out their tax laws. The IRS may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.