



Request for Student's Social Security Number

(Taxpayer Identification Number Form W-9S)

*****Submit this form to the University Student Accounts Office. Do NOT send to the IRS *****

Read, complete, sign, and submit this form to UR Student Accounts, either in person or by mail:

University of Richmond Student Accounts
Box R
28 Westhampton Way
University of Richmond, VA 23173

Office of Student Accounts
3rd Floor, Queally Center
Attn: Andrea Stadler
Compliance/Collection Administrator

Part I	Name of Student	Social Security Number (Taxpayer Identification Number)
	Address (number, street, and apt. or suite no.)	University of Richmond Student ID Number
	City, State, & ZIP code	
Part II	Under penalties of perjury, I certify that the Social Security Number shown on this form is my true Social Security Number.	
	Student Signature _____ Date _____	

Request for Student's Taxpayer Identification Number

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Purpose: Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the College is required to solicit and students are required to provide Social Security Numbers. Failure to comply with this requirement may result in civil penalties, assessed by the IRS. The purpose of providing Social Security Numbers is for the issuance of Form 1098-T, Tuition Payments Statement. The University reports the amount you paid 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 also uses Social Security Numbers to verify enrollment, degree(s) and transcripts, administer financial aid, collect student debt, and conduct research. The University will only utilize your Social Security Number in a manner that does not permit personal identification of you. The Social Security Number is confidential and, pursuant to state law (RCW 288.10.042) and the Federal Family Educational Rights and Privacy Act (FERPA), will not be released and only used as stated above.

You must complete this part.

Part 1. Name and address. *Enter the name and mailing address of the student, ***Social Security Number** (Taxpayer identification number Enter your Social Security number (SSN), * **University of Richmond 8 digit id#**. 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.

Part 2. Please **sign, date and return** to the University of Richmond Student Accounts Office.

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

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.