

# Request for Student's Taxpayer Identification Number

Give form to the requester. Do NOT send to the IRS.

## Part I Student Identification

Please print or type	Name of student	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	
	Boston University Identification Number	

## Part II Taxpayer Identification Number Certification

I certify that the number shown on this form is my correct taxpayer identification number.

Sign Here

Signature

Date

## General Instructions

**Purpose of form.** An eligible educational institution, such as Boston University, 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.

Boston University has created the "Request for Student's Taxpayer Identification Number" form as a simplified version of IRS Form W-9S. Use this form to give your correct SSN or ITIN to Boston University. Under federal law, you are required to provide the requested information.

**Note:** *Boston University may request your SSN and certification using this form or by other means, such as electronically.*

## Specific Instructions

### Part I. Student Identification

You must complete this part.

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

**Boston University Identification Number.** Enter your "U" number assigned by Boston University.

## Part II. Certification

Sign your name in the space provided and enter the date.

## Penalties

**Failure to furnish correct SSN.** If you fail to furnish your correct SSN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSNs.** If Boston University discloses or uses your SSN in violation of Federal law, Boston 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.

## Return Form

Completed forms may be mailed or faxed to:

Boston University, Student Accounting Services  
25 Buick Street  
Suite 130  
Boston, MA 02215

Fax: 617-353-3313

Please **do not** send this form or your TIN information via email.