



SOUTHWESTERN UNIVERSITY

Request for Student's or Borrower's Taxpayer Identification Number and Certification

(Substitute Form W-9S)

Return completed signed form, in person or by mail, to:
Business Office
Southwestern University
1001 East University Ave
Georgetown, TX 78626

Do not submit this form to the IRS.

PART I	Name of Student or borrower (all must complete)	
	Address	
	Taxpayer Identification Number (SSN or ITIN) _ _ _ - _ _ - _ _ _	Southwestern University Identification Number
	<input type="checkbox"/> I certify that the number shown on this form is my correct taxpayer identification number. <p style="text-align: center;"><i>OR</i></p> <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. (leave SSN/ITIN box in Part I blank) <p style="text-align: center;"><i>OR</i></p> <input type="checkbox"/> I do not wish to provide my taxpayer identification number to Southwestern University 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 Southwestern University to confirm my eligibility for certain education tax benefits without my taxpayer identification number. (leave SSN/ITIN box in Part I blank) <p style="text-align: center;">AND</p>	
	Signature _____	Date _____
PART II	FOR STUDENT LOAN BORROWERS ONLY: I certify that all of the loan proceeds are solely to pay for qualified higher education expenses.	
	Signature _____	Date _____

See instructions on back.

Instructions

Purpose. Southwestern 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*.

Under federal law, you are required to provide the requested information.

Part I.

Enter your name 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.

Southwestern University. Identification Number – Enter your Southwestern University student ID number.

Check one of the three boxes and sign your name in the space provided. Southwestern University cannot change your records without your signature. By law, Southwestern 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.

Part II (for student loan borrowers only).

If your student loan is incurred solely to pay for qualified higher education expenses, sign Part II. If you fail to, the lender may not issue or file Form 1098-E for student loan interest. Do not sign Part II if your loan is for both qualified and non-qualified higher education expenses. You may sign Part II for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.

Deliver or mail the completed form to the address provided. 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 Southwestern University, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

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