Form **W-9S**

Request for Student's Identification Number

This form replaces IRS Form W-9S (See Instructions Below)

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

PART I -- Student Identification (All Must Complete. Please print carefully.):

LAST NAME (Student's legal name):

FIRST NAME (Student's legal name):

MIDDLE NAME (Student's legal name):

GFU STUDENT IDENTIFICATION NUMBER:

Are you a US Citizen? YES or NO (If you have DUAL CITIZENSHIP with the US, indicate YES.)

If not a US citizen, what is your country of citizenship?

If not a US citizen, are you considered a temporary alien / permanent alien / other / not applicable? (circle one)

If "other", please specify:

**** If you have been issued a US Tax ID #, either SSN or ITIN, Section 6109 of the Internal Revenue Code requires you to give us that information. Failure to do so may result in IRS fines and GFU penalties.***

Enter your SSN or ITIN and indicate type: SSN or ITIN

If no SSN or ITIN, have you applied for one or do you intend to apply? YES or NO?

(See specific instructions, page 2 for how to obtain an SSN or ITIN.)

MAILING ADDRESS:

CITY, STATE, ZIP CODE, COUNTRY:

PHONE NUMBER (with area code/country code as applicable) and PHONE TYPE (home/cell):

EMAIL (the email to reach you at regarding this form):

I certify that the above information is correct and understand that if, at a later date I am issued an SSN or ITIN or if, I determine that the information furnished on this form is incorrect, I must immediately submit a new W-9S to the George Fox University Student Accounts Office.

Student's Signature _____ Date_____

Part II Requester Information:

GEORGE FOX UNIVERSITY

STUDENT ACCOUNTS OFFICE
Print, Sign & Mail Form To:
414 N. Meridian #6129, Newberg, OR 97132,
or Fax to 503-554-3880,
or scan and email to studentaccounts@georgefox.edu.

Please take great care when using public machines to fax, scan or email.

Additional Instructions (See Page 2)

GENERAL INSTRUCTIONS

Purpose of Form - An eligible educational institution, such as George Fox University, must have your correct identifying number to be able to file certain information returns with the IRS and the NSC (National Student Loan Clearing House) and to furnish certain tax statements to you. For students, this will be your social security number (SSN), or if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The IRS returns we must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent on their taxes, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. For more information, see **Publication 970, Tax Benefits for Higher Education.**

Use this form (replacing Form W-9S) to give your legal name and correct SSN/ITIN to George Fox University. **You are required to provide the requested information.** Note: George Fox University has permission from the IRS to utilize this custom form instead of IRS Form W-9S.

SPECIFIC INSTRUCTIONS

Part I - Student or Borrower Identification

Name of Student: Enter your full legal name.
GFU Student ID Number: Enter your George Fox University Student ID Number. (View at mygfu.georgefox.edu>Student Center>Campus Personal Information >Demographic Info.)
Country of Citizenship: Enter USA and other countries of citizenship as directed.
Social Security 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, answer accordingly.
How to Obtain an SSN or ITIN: If you do not have an SSN, apply for one immediately. To apply for an SSN, obtain Form SS-5, Application for a Social Security Card, from your local Social Security Administration. To apply for an ITIN, obtain Form W-7, Application for IRS Individual taxpayer Identification Number, from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS internet website at www.irs.gov
Address and Phone Number: Enter your complete mailing address and phone number. If these are different than what is in mygfu, they will be updated for you. You may access mygfu to review or changes made or to make additional changes.
Signature of Student: The student listed above MUST sign this statement to certify this information is correct.

Part II - Requester Information

This part is not required to be completed. It is provided so you will know who has asked you to provide this information and to give instructions for returning the form.

Penalties

Failure to Furnish Correct SSN/ITIN. If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of $100 by the IRS unless your failure is due to reasonable cause and not to willful neglect.
Misuse of SSN's. If the requester discloses or uses your SSN/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 give your correct SSN/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 Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) requires the protection of student records by educational institutions that receive funds from the U.S. Department of Education or whose students receive such funds. Except for certain circumstances specified in the FERPA statute and regulations, FERPA prohibits the disclosure of personally identifiable information from educational records to third parties unless the institution has the consent of the student.