



Office of the Vice President  
 and Chief Financial Officer  
 Finance and Accounting Division  
 University Bursar  
<http://www.fa.ufl.edu>

S113 Criser Hall  
 PO Box 114050  
 Gainesville, FL 32611-4050  
 352-392-0181  
 352-392-3448 Fax

Dear Student:

Please disregard this letter if we have already sent this to you and you do not have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN).

The University of Florida (UF) is required to annually report the amount paid for "qualified tuition and fees" to both you and the Internal Revenue Service (IRS). UF must report these amounts for every year that you are an enrolled student in a degree-granting program at UF by January 31<sup>st</sup> of the following calendar year. To comply with Federal requirements, UF needs to obtain your correct identifying number; Social Security Number (SSN) or your Individual Taxpayer Identification Number (ITIN) to file the tax Form 1098-T with the IRS.

Form 1098-T, Tuition Statement, contains information about qualified tuition and fee payments, which can be used to help determine if you, or the person who can claim you as a dependent, may be allowed to claim an education tax credit or tuition and fees tax deduction, which can reduce Federal Income Tax. For more information, see IRS Pub. 970, Tax Benefits for Education at [www.irs.gov](http://www.irs.gov).

According to our records, you do not have a valid SSN or ITIN in the student records system. Under Federal law, UF is required to solicit this information from students, and students are required to provide SSN or ITIN numbers. Failure to comply with this requirement may result in civil penalties, assessed by the IRS. Please be assured that the University urgently needs this information and will keep your SSN or ITIN strictly confidential.

To supply your SSN or ITIN to the University Bursar, please visit our website: <http://www.fa.ufl.edu/forms-and-publications/forms/#bursar>, select Form W-9S, and complete the form. Return the form to the University Bursar's office either in person or mail to the address listed on the form. To protect the security of your personal information, **PLEASE DO NOT SUBMIT THIS FORM VIA email.**

Thank you for your attention to this important matter.

Please complete the form below and return it to the University Bursar's office in person or mail the form to:

**University of Florida  
 University Bursar – (Confidential)  
 S113 Criser Hall / Box 114050  
 Gainesville, FL, 32611**

If you have any questions regarding this form, please call University Bursar at 352-392-0181.

Form <b>W-9S</b> (Substitute Oct 2014)	<b>Request for Student's Taxpayer          Identification Number and Certification</b>	<b>Give form to          the requester.           Do NOT send to the IRS.</b>
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**Part I Student Identification**

<b>Please print or type</b>	Name of student	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

**Part II Taxpayer Identification Number Certification**

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

<b>Sign Here</b>	Signature	Date
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**Part III Requester Information**

Requester's name and address <b>University of Florida / University Bursar        S113 Criser Hall / Box 114050, Gainesville, FL 32611</b>	Student ID number (UFID)
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## IRS General Instructions

**Purpose of form.** An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement 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 returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to 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. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined in Part II). You are required to provide the requested information.

**Note.** The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

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## Specific Instructions

### Part I. Student or Borrower Identification

You must complete this part.

**Name and address.** Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan.

**Note.** If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower.

**Taxpayer's identifying number.** Enter your SSN or 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 or get this form online at [www.ssa.gov/online](http://www.ssa.gov/online). You may also get this form by calling 1-800-772-1213.

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 website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

### Part II. Taxpayer Identification Number Certification

Sign your name in the space provided to confirm the information provided. The Office of the University Registrar cannot change your records without your signature.

**Qualified higher education expenses.** These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

### Part III. Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

**Note.** For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

### 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 minimum penalty of \$50, per IRC section 6723 unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITIN.** 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.

### Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.

To reduce your risk:

- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### 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.