

**Southern Illinois University Edwardsville**  
**Request for Student's Taxpayer Identification Number**

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

**Requester's name and address:** Southern Illinois University Edwardsville  
Bursar's Office  
PO Box 1042  
Edwardsville, IL 62026-1042  
Phone: 618-650-3123 Fax: 618-650-2971

**PART I. STUDENT'S IDENTIFICATION (All must complete): PLEASE PRINT**

Name of Student (First, Middle, LAST)

SIUE Student Identification Number

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Student Identification Number (Enter your SSN or ITIN)

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Billing Address (Number, Street or apt, suite no.)

Phone Numbers with area code:

City, State, and Zip Code

**PART II.**

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

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Signature

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Date

**PART III.**

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.

I do not wish to provide my taxpayer identification number to Southern Illinois University Edwardsville 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 Southern Illinois University Edwardsville to confirm my eligibility for certain education tax benefits without my taxpayer identification number. Please explain why SSN/ITIN not provided: \_\_\_\_\_

## Instructions

**Purpose of form.** An eligible educational institution, such as a college or university must get your correct taxpayer identification number (TIN) 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). 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, your student Identification number and billing address. The name should match that used by the Social Security Administration or Internal Revenue Service.

**Part II.**  
Sign your name in the space provided to confirm the information provided. The Bursar's office cannot change your records without your signature.

**Part III.**  
Please fill out this part only if you are unwilling or unable to provide a taxpayer identification number. Check either the first or second box and sign the statement. By law, Southern Illinois University Edwardsville must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

Deliver or mail the completed form to the address provided on front of this form. 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 Southern Illinois University Edwardsville, 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 Southern Illinois University Edwardsville discloses or uses your SSN in violation of Federal law, Southern Illinois University Edwardsville 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.