



Request for Student's Taxpayer Identification Number
(Substitute IRS Form W-9S)

Do not submit this form to the Internal Revenue Service

Return the completed, signed form by mail to:
 Adelphi University
 One-Stop Student Services Center
 1 South Avenue
 Levermore Hall, Lower Level, Room 008
 Garden City, NY 11530

Please do not email this form

PART I <i>Please Print</i>	Name of Student		
	_____	_____	_____
	First	Middle	Last
	Address		

Number and Street			
_____		_____	_____
Town/City		State	Zip
Social Security or Taxpayer Identification Number		Requested by:	
_____ - _____ - _____		Adelphi University	

PART II	<p>I certify that the number shown on this form is my correct taxpayer identification number. <i>(Name and number should match that used by the Social Security Administration or IRS.)</i></p> <p>_____</p> <p>Signature _____ Date</p>
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OR

PART III	<p><input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number.</p> <p><input type="checkbox"/> I am a foreign national/nonresident alien and I do not require the University to send me IRS Form 1098-T.</p> <p><input type="checkbox"/> I do not wish to provide my taxpayer identification number to Adelphi 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 Adelphi University to confirm my eligibility for certain education tax benefits without my taxpayer identification number.</p> <p>_____</p> <p>Signature _____ Date</p>
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Information and Instructions for Form W-9S

Purpose

Adelphi 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 identifying number will be your Social Security number or, if you are not eligible to obtain a Social Security number, your individual taxpayer identification number. 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.

Complete Parts I and II or Part III

Part I

Print your name and mailing address. Then print your Social Security number (SSN) or individual taxpayer identification number (ITIN). The name, SSN or ITIN 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 University 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, Adelphi must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

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 Adelphi 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 the requester discloses or uses your SSN 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 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.