

Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

Do not submit this form to the IRS.

SUBMIT FORM VIA:

- **FILEX** (*Preferred method*): [\(Click Here For Instructions\)](#)
- **FAX:** (979) 458-3131
- **MAIL:** Texas A&M University
Tax Compliance & Reporting
6003 TAMU
College Station, TX 77843
- **DROP OFF FORM TO:** General Services Complex
750 Agronomy Rd
Suite 3101(drop box)
College Station, Texas 77843

PART I	Name of Student	
	Address (number, street, and apt. or suite no.)	
	City, State and ZIP code	
PART II	Taxpayer Identification Number (SSN or ITIN) _ _ _ - _ _ - _ _ _	9-Digit UIN <i>(From TAMU Student ID Card)</i>
	I certify that the number shown above is my correct taxpayer identification number. _____ Signature	
		_____ Date
OR		
PART III	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I have not had to file a U.S. tax return that requires either of these numbers.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to Texas A&M University at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. _____ Signature	
		_____ Date

Instructions

Purpose. Texas A&M University must obtain 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.

Part II.

Taxpayer Identification Number - Enter your SSN or ITIN.

- If you do not have an SSN or ITIN, leave this field blank and go to Part III. If you entered either a SSN or ITIN, then sign your name and enter the date in the space provided.

9-Digit UIN - Enter your UIN.

- The Universal Identification Number (or UIN) is a nine-digit number issued to all Texas A&M affiliates. The 9-Digit Number can be found on the bottom right of your [Texas A&M Student ID card](#).

Part III.

Please fill out this part only if you are unable or unwilling to provide a taxpayer identification number. Check either the first or second box and sign the statement. Under Internal Revenue Service rules Texas A&M 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.

Submit form via, **FILEX (Preferred Method)**, FAX, 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 have an SSN or ITIN and you fail to furnish your correct SSN or ITIN to Texas A&M 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 Texas A&M University discloses or uses your SSN in violation of Federal law, Texas A&M 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.