

# Request for Student's Taxpayer Identification Number and Certification

**Submit this form to Pace University. Do NOT send to the IRS.**

**Check to confirm: An original or notarized copy of the student's SSN/TIN document and picture ID is required for verification.**

**Part I Student Identification**

<b>Please print or type</b>	Name of student	Social Security or Taxpayer ID 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 University Information**

Requester's name and address Pace University, Office of Student Assistance 861 Bedford Road, Pleasantville, NY 10570	Student University ID number  <b>U</b>
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## General Instructions

**Purpose of form.** An eligible educational institution, such as Pace 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 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.

Use Pace Substitute Form W-9S to give your correct SSN or ITIN to Pace University Under federal law, you are required to provide the requested information.

## Specific Instructions

### Part I. Student Identification

You must complete this part.

**Name and address.** Enter the name and mailing address of the student. The name should match that used by the Social Security Administration or Internal Revenue Service.

**Taxpayer identification number.** Enter your SSN or ITIN. If you do not have an SSN or ITIN, apply for one and fill out and return this form when you receive it.

**Proof of information.** You must show an original or notarized copy of your SSN/TIN card along with a picture ID to verify information and submission of this form.

### Part II. Certification

Sign your name in the space provided.

### Part III. University Information

This information is provided to identify the requestor and provide the address to which the form should be sent. Fill in your student account number in the box provided. **Note:** *Deliver or mail the completed form to the address provided. Do not email the form. Email is not a secure way to transmit personal information. Original documentation should not be mailed to Pace University*

### Penalties

**Failure to furnish correct SSN.** If you fail to furnish your correct SSN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSNs.** If Pace University discloses or uses your SSN in violation of Federal law, Pace 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