

**SUBSTITUTE REQUEST FOR  
STUDENT'S TAXPAYER ID NUMBER**

**PLEASE PRINT CLEARLY - COMPLETION OF ALL FIELDS REQUIRED**

NAME OF STUDENT: \_\_\_\_\_  
FIRST/MIDDLE/LAST

COUGAR ID NUMBER: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_  
STREET NAME AND NUMBER APT #

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**PLEASE UPDATE MY ADDRESS TO THE CURRENT ADDRESS LISTED ABOVE.**

DAYTIME TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

EVENING TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER: \_\_\_\_\_

**- OR -**

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.

**- OR -**

I DO NOT WISH TO PROVIDE MY TAXPAYER IDENTIFICATION NUMBER TO COLUMBUS STATE COMMUNITY COLLEGE 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 FILE BY COLUMBUS STATE COMMUNITY COLLEGE TO CONFIRM MY ELIGIBILITY FOR CERTAIN EDUCATION TAX BENEFITS WITHOUT MY TAXPAYER IDENTIFICATION NUMBER.

**I CERTIFY THAT ALL OF THE ABOVE INFORMATION IS CURRENT AND CORRECT.**

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PURPOSE OF FORM.** AN ELIGIBLE EDUCATIONAL INSTITUTION, SUCH AS COLUMBUS STATE COMMUNITY COLLEGE, 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). THE INFORMATION ABOUT YOUR TUITION WILL 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 EDUCATION.

**NOTE:** IF A REQUESTER GIVES YOU A FORM OTHER THAN FORM W-9S TO REQUEST YOUR TIN, YOU MUST USE THE REQUESTER'S FORM IF IT IS SUBSTANTIALLY SIMILAR TO FORM W-9S.

DETAILED W-9S INSTRUCTIONS ARE AVAILABLE AT [WWW.CSCC.EDU/CASHIERSANDSTUDENTACCOUNTING](http://WWW.CSCC.EDU/CASHIERSANDSTUDENTACCOUNTING) OR IN THE CASHIERS AND STUDENT ACCOUNTING DEPARTMENT, RHODES HALL, SECOND FLOOR.

<b>FOR OOTR OFFICE USE ONLY:</b>  DATE RECEIVED: ____/____/____  DATE PROCESSED: ____/____/____  PROCESSED BY: (PLEASE PRINT CLEARLY): _____	<b>FOR CASA OFFICE USE ONLY:</b>  1098T REVISION DATE: ____/____/____  ARAC POSTED: ____/____/____  YEAR(S): _____  PROCESSED BY: _____
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