

Substitute Request for Student's Taxpayer ID Number (W-9S) Form** Instructions

Name of Student: Print your full legal name as it appears on your current Social Security Number (SSN) or Individual Tax Identification Number (ITIN) card.

Cougar ID Number: Enter your current seven-digit student Cougar ID number.

Current Mailing Address: Enter the address of your current residence. If you want your address updated with Columbus State, check the box below "Daytime Telephone Number." Otherwise, the address listed will only be used to update your 1098-T form for the year(s) under review.

Daytime Telephone Number: Enter a current telephone number. This may be used should we have additional questions regarding your account information.

Choose one of the following options:

- Social Security Number (SSN) – Mark this box if you have a Social Security Number issued by the Social Security Administration. Attach a copy of your State ID and Social Security Card.
- Individual Taxpayer Identification Number (ITIN) – Mark this box if you have an ITIN number issued to you by the Internal Revenue Service. Attach a copy of your State ID and TIN Card.
- Student does not have an SSN or ITIN – Mark this box if you do not have an SSN or ITIN number. You also indicate you **will not** be filing a Federal Income Tax Return in the United States.
- Student does not wish to provide ITIN to Columbus State – Mark this box if you choose not to provide your ITIN to Columbus State.

Student's Signature and Date: Sign and date the form electronically or by printing the form and signing.

You may email or mail the form and copies of your documentation, **OR** you may bring the information to one of our campus locations.

The form and required documentation can be emailed to changeinfo@csc.edu.

Completed forms, including required supporting documentation, may be mailed to:

Enrollment Services Operations
Columbus State Community College
PO BOX 1609
Columbus OH 43216

To submit in person, visit either one of the campus locations below:

Columbus Campus Student Central
Upper-Level Madison Hall
518 Mt Vernon Avenue
Columbus, OH 43215

Delaware Campus Student Services
Moeller Hall
5100 Cornerstone Drive
Delaware OH 43015

If you have questions regarding these instructions, please contact Cashiers and Student Accounting at (614) 287-5658 or email 1098t@csc.edu.

**Section 6109 of the Internal Revenue Code requires you to furnish your correct ITIN or SSN to Columbus State Community College. If you fail to provide your ITIN or SSN, you may be subject to a penalty by the IRS of \$50.00 unless your failure is due to reasonable cause and not due to willful neglect.