



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

**Do not submit this form to the IRS**

**DROP OFF, MAIL OR FAX THIS FORM & COPY OF YOUR SIGNED SSN CARD TO:**

Stevens Institute of Technology, Office of Student Accounts  
 Howe Center Lobby, Castle Point on Hudson, Hoboken, NJ 07030  
**Fax:** (201) 216-8050

<b>PART I</b>	Name of Student	
	Address (number, street, and apt. or suite no.)	
	City, State and ZIP code	
<b>PART II</b>	Taxpayer Identification Number (SSN or ITIN) _____ - _____ - _____	If you do not have a taxpayer identification number (no SSN or ITIN), leave this field blank, skip Part II, and proceed to Part III.  You must provide a copy of your signed Social Security Card when you submit this form.
	I certify that the number shown above is my correct taxpayer identification number. I am also requesting Stevens to electronically deliver my current and future 1098-T statements. I understand that I can email studentaccounts@stevens.edu to revoke this electronic delivery consent.	
	_____ Signature	_____ Date

**Check ONLY ONE box in Part III that applies to you.**

<b>PART III</b>	<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, and acknowledge that I will not be receiving a 1098-T.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to Stevens Institute of Technology. I understand that I may be subject to an IRS fine of \$50 for failure to do so.	
	_____ Signature	_____ Date

**Please be sure to submit a copy of your signed Social Security Card with this form.**



## Instructions

### Purpose

Stevens Institute of Technology 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.

#### Your personal information:

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.

### 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 Stevens Institute of Technology must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

*Deliver, fax or 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 a SSN or an ITIN and you fail to furnish your correct SSN or ITIN to Stevens Institute of Technology, 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 Stevens Institute of Technology discloses or uses your SSN in violation of Federal law, Stevens Institute of Technology 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.