



Request for Student's Taxpayer Identification Number

Substitute Form W-9S

Return completed signed form either in person, by mail, or by encrypted secure link to:

Radford University Office of
Student Accounts PO Box 6922
Heth Hall L2
Radford, VA 24142

The University uses XMedius SendSecure to securely send and receive highly sensitive documents with entities inside and outside the University. XMedius SendSecure allows for the safe exchange of sensitive files. This link can be found at radford.edu/content/policies/home/tax-compliance.html. Use this link to send any information to the Tax Compliance Officer that has a social security number, driver's license number, state identification card number in lieu of a driver's license number, passport number, personal banking account info and date of birth.

<p>PART I</p>	<p>Name of Student: _____</p> <p>Address: _____</p> <p>_____</p> <p>Taxpayer Identification Number/SSN Radford University Student ID Number</p>
<p>PART II</p> <p>OR</p>	<p>I certify that the number shown on this form is my correct Taxpayer Identification Number.</p> <p>Signature: _____ Date: _____</p>
<p>PART III</p>	<p>(check one box only)</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>I do not wish to provide my Taxpayer Identification Number to Radford University 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 filed by Radford University to confirm my eligibility for certain education tax benefits without my Taxpayer Identification Number.</p> <p>Signature: _____ Date: _____</p>

(See instructions on back)

Instructions - Form W- 9S

Purpose In order for Radford University to properly file Form 1098-T, Tuition Statement, with the IRS and provide a statement to you, Radford University must obtain your correct identifying number. 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.

Enter your Individual Taxpayer Identification Number or Social Security Number. If you do not have an SSN or ITIN, apply for one and fill out and return this form when you receive it.

PART II Sign your name in the space provided to confirm the information provided. University employees cannot change your records without your signature.

PART III Please fill out this part only if you are unwilling or unable to provide a taxpayer identification number. Check either the first or second box and sign the statement. By law, Radford 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.

[Mail the completed form to the address provided above or](#)
[Email to the secure encrypted link provided above or](#)
[Drop off in person to Student Accounts in Heth Hall.](#)

Penalties - Form W- 9S

Failure to furnish correct SSN: If you fail to furnish your correct SSN or ITIN to Radford University, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN's: If Radford University discloses or uses your SSN in violation of federal law, Radford 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.