

Request for Student's Taxpayer Identification Number

(Substitute form W-9S)

Return completed signed form, in person or by mail, to:

Bates Technical College
Registration Office
1101 S Yakima Ave
Tacoma, WA 98405

**Do not submit this form to
the IRS. Submit this form to
the College.**

PART I	Name of the Student	
	Address (number, street, apt or suite no)	
	City, State, and Zip Code	
	Taxpayer Identification Number (SSN or ITIN) ____ - ____ - ____	Student Identification Number (SID) ____ - ____ - ____
PART II	I certify that the number shown on this form is my correct taxpayer identification number.	
	Signature _____	Date _____
PART III	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). I do not plan to file an income tax return in the U.S.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to Bates Technical College at this time. I understand that I may be subject to an IRS fine of \$50.00 for failure to do so. I further understand that the IRS will not be able to use the Form 1098-T filed by Bates Technical College to confirm my eligibility for certain education tax benefits without my taxpayer identification number.	
	Signature _____	Date _____

Instructions

Submit this form to the College. Do NOT send to the IRS.

Purpose

Bates Technical College 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 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

You must complete this part.

Name and address. Enter your name and mailing address. 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, and you have applied for one or you intend to apply for one soon, write "Applied For" in the space provided.

How to get an SSN or ITIN. To apply for an SSN, use Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office. To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number. Go to www.irs.gov/Forms to view, download, or print Form W-7. You may also get this form by calling IRS office at 1-800-722-1213.

Part II

Sign and date to confirm the information provided. The Registration Office 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, Bates Technical College 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 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 fail to furnish your correct SSN or ITIN to Bates Technical College, the IRS may impose a penalty of \$50.00 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN's. If Bates Technical College discloses or uses your SSN in violation of Federal law, Bates Technical College may be subject to civil and criminal penalties.

**Privacy
Act Notice**

Section 6109 of the Internal Revenue Code requires you 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.