



# EMPIRE STATE UNIVERSITY

## Request for Student's Taxpayer Identification Number

(Substitute IRS Form W-9S)

Return completed signed form to the Office of the Registrar by fax 518-580-0105, send email to RegistrarsOffice@sunyempire.edu or mail to:

Empire State University  
Office of the Registrar  
111 West Ave.  
Saratoga Springs, NY 12866

Do not submit this form to the IRS.

### Part I

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Empire State University Federal Tax ID Number 16-1514621

### Part II

I certify that the number shown on this form is my correct taxpayer identification number.

\_\_\_\_\_  
Signature Date

OR

### Part III

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.

I do not wish to provide my taxpayer identification number to Empire State 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 SUNY Empire to confirm my eligibility for certain education tax benefits without my taxpayer identification number.

\_\_\_\_\_  
Signature Date

See instructions on back.

## Information and Instructions

Purpose: Empire State University is mandated by the IRS to request your taxpayer identification number that is included on the 1098-T Tuition Statement. Educational institutions must file the 1098-T Tuition Statement with both the IRS and the student with some exceptions.

The taxpayer identification number is 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 payments of 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 taxpayer identification number of either your SSN or ITIN. If you do not have an SSN or ITIN, apply for one, and once obtained, complete and return this form.

### Part II

Sign your name in the space provided to confirm the information provided. The Office of the Registrar 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, SUNY Empire must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file form 1098-T.

### Submit

Fax your completed W-9S to the Office of the Registrar at fax number 518-580-0105, send email to [RegistrarsOffice@sunyempire.edu](mailto:RegistrarsOffice@sunyempire.edu) or mail to Empire State University, Office of the Registrar, 111 West Avenue, Saratoga Springs, New York 12866.

### Penalties

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

If SUNY Empire discloses or uses your SSN in violation of Federal law, SUNY Empire 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 enforce their tax laws.