



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

This form is due by January 2, 2020. Return completed & signed form via fax 510-436-1199, or mail it to:

Holy Names University  
3500 Mountain Blvd  
Oakland CA 94619  
ATTN: Student Accounts

Do not submit this form to the IRS.

**Email is not a secure form of communication. Do not email this completed form back to us.**

PART I	Name of Student	
	Address	
	Taxpayer Identification Number (SSN or ITIN)  _ _ _ - _ - _	HNU Student Identification Number
PART II	I certify that the number shown on this form is my correct taxpayer identification number.	
	Signature _____	Date _____
OR		
PART III	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a taxpayer identification number. 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 HNU 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 HNU to confirm my eligibility for certain education tax benefits without my taxpayer identification number.	
	Signature _____	Date _____

See instructions on back.

## Instructions

Purpose. HNU must obtain your correct taxpayer identification number to file Form 1098-T with the IRS and to furnish a statement to you. This 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 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.

Taxpayer Identification Number. Enter your SSN or ITIN. 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. The Student Accounts Office cannot change your records at HNU without your signature.

### Part III.

Please fill out this part only if you are unwilling or unable to provide a SSN or ITIN. Check either the first or second box and sign the statement. By law, HNU must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

*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 provide correct taxpayer identification number:* If you fail to provide your correct SSN or ITIN to HNU, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

*Misuse of taxpayer identification number:* If HNU discloses or uses your SSN or ITIN in violation of Federal law, HNU 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.