



Do not submit this form to the IRS.

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

Return completed, signed form by uploading the form to UNCGenie.

- 1. Click the download button on the top right menu bar.
2. Complete the downloaded form, ideally typed/electronically. Typed or electronic signatures are accepted.
3. Save the updated file.
4. Go online to the website ssb.uncg.edu and click the Login with iSpartan area.
5. Click Students on the menu bar, Click Student UNCGenie Main Menu tile.
6. Click on the Cashiers Office Document Upload Process link.
7. Select Upload W9S from the drop-down list. Click Submit.
8. Click Choose File and double click your completed, signed form.
9. Click Upload.

DO NOT Email this form directly. Email is not a secure way to transmit personal information.

Please do your best to complete this form typed/electronically. You may also complete this by hand, and take a picture or scan the form, to upload to UNCGenie. A signature is required in either Part II or Part III

Form with sections: PART I (Name of Student, Address, TIN/SSN/ITIN, Student ID Number), PART II (Signature and Date), OR, PART III (Select only 1 Box) with checkboxes for foreign national status and non-provision of TIN, and a signature line.

## Information

**Purpose.** UNCGreensboro must have your correct identifying number in connection with its obligation to file Forms 1098-T (Tuition Statement) as required by federal law. 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, regardless of age or filing status.

### Part I.

Enter your name and mailing address. The name should match that used by the Social Security Administration or Internal Revenue Service. It is recommended that your name in Student Accounts Center match your social security card or ITIN paperwork.

Taxpayer Identification Number (TIN): Enter your SSN or ITIN. If you do not have an SSN or ITIN, you may apply for one and return the form when you receive it, otherwise complete Part III.

### Part II.

If you provide a TIN in this section, sign your name in the space provided (typed or electronic signatures are accepted). The Cashiers and Student Accounts 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 (typed or electronic signatures are accepted).

### Penalties

*Failure to furnish correct SSN.* If you fail to furnish your correct SSN or ITIN to UNCG, Section 6723 of the Internal Revenue Code allows the IRS to impose a penalty of \$50 unless the failure is due to reasonable cause and not to willful neglect. To be clear, UNCG has no general obligation to report to the IRS about students who refuse to complete this form, and does not presently intend to do so unless the information is requested by the IRS through proper means or in connection with a broader inquiry such as an audit.

*Misuse of SSNs.* If UNCG discloses or uses your SSN in violation of Federal law, the 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.