

Request for Student's Taxpayer Identification Number and Certification

Notice: This document is a VCU substitute **Form W-9** created for university use. Although it collects information similar to IRS Form W9, it is not an official IRS form and should not be submitted to the IRS.

Part I: Student Identification

Last:

First:

MI:

Taxpayer identification number:

Street:

City:

State:

Zip:

Part II: Taxpayer Identification Certification

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

Student Signature:

Date:

Part III: Requester Information

Requester name and address	Student ID Number (V number)
Virginia Commonwealth University Student Accounting Department P.O. Box 843036 1015 Floyd Avenue, Room 1115 Richmond, Virginia 23284-3036 stuacctg@vcu.edu (804) 828-2228	

General Instructions

Purpose of form.

An eligible educational institution, such as Virginia Commonwealth University, 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 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.

Use Form W-9S to give your correct SSN or ITIN to Virginia Commonwealth University. Under federal law, you are required to provide the requested information.

Note: *Virginia Commonwealth University may request your SSN and certification using Form W-9S or by other means, such as electronically.*

Specific Instructions

Part I. Student Identification

You must complete this part.

Name and address. Enter the name and mailing address of the student. 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. Certification

Sign your name in the space provided.

Part III. Requester Information

This information is provided to identify the requestor and provide the address to which the form should be sent. Fill in your student ID number (V number) in the box provided.

Note: *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 to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSNs. If Virginia Commonwealth University discloses or uses your SSN in violation of Federal law, Virginia Commonwealth 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 Substitute

Student Signature:

Date:

VCU Office of Student Financial Services

Grace E. Harris Hall 1015 Floyd Avenue, Suite 1100

P.O Box 843036

Richmond, VA 23284

[Website](https://sfs.vcu.edu): <https://sfs.vcu.edu>