

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

1. Complete the form below, preferably typed /electronically.
2. Sign the form; typed or electronic signatures are accepted.
3. You may also complete this form by hand and take a picture or scan the completed form.
4. Save the file on your computer or smartphone
5. Upload the completed form to the [Mitchell Document Upload Site](#). Do not email this form!

You may also print the form and bring it in a sealed envelope to the Mitchell College mailroom (it should be addressed to the *Bursar's Office*), or mail it to:

Mitchell College  
 Bursar's Office (Confidential)  
 437 Pequot Ave, New London, CT 06320

<b>Form W-9S substitute</b>	<b>Request for Student's Taxpayer Identification Number and Certification</b>	Give form to the requester Do NOT send to IRS
<b>Part I Student Identification</b>		
Last Name (Required)		First Name (required)
Taxpayer Identification Number (SSN or ITIN) (type or print clearly)  <div style="text-align: center;">_ _ _ - _ _ - _ _ _ _</div>		Student ID number:
<b>Part II</b> (Sign here only if you provide SSN or ITIN)		
<p>I certify that the number shown on this form is my correct taxpayer identification number (TIN).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature (Typed or electronic signatures are accepted)</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div>		
<b>PART III</b> (select only one box)		
<p><input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number of individual taxpayer identification number. I do not plan to file and income tax return in the U.S.</p> <p><input type="checkbox"/> I do not wish to provide my taxpayer identification number to Mitchell College at this time. I understand that my failure to provide a taxpayer identification number could potentially result in IRS penalties to both myself and Mitchell College (see instructions for more information)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature (Typed or electronic signatures are accepted)</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div>		

## Instructions

**Purpose.** Mitchell College must get 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 Mitchell College SIS system 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 Bursar's 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).

By law, the College must ask you for your taxpayer identification number in order to meet its obligation to file Form 1098-T. If you submitted FAFSA, we have your verified SSN on record.

**Penalties** *Failure to furnish correct SSN.* If you fail to furnish your correct SSN or ITIN to Mitchell College, 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.

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