



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

Return completed signed form with copy of SSN card or ITIN/ATIN letter and/or legal name change documentation in person or by mail to:

Registration & Records Office
A-1020
Joliet Junior College
1215 Houbolt Road
Joliet IL 60431

Do not submit this form to the IRS.

Return completed form to Joliet Junior College.

PART I	Legal First Name of Student <small align="center">PRINT</small>	Legal Middle Name of Student <small align="center">PRINT</small>	Legal Last Name of Student <small align="center">PRINT</small>
	Current Address		
	Taxpayer Identification Number (SSN or ITIN) ____ - ____ - _____	Joliet Junior College Identification Number _____	

PART II	I certify that the number shown on this form is my correct taxpayer identification number and legal name. I authorize Joliet Junior College to update my academic record with the information provided. I understand if legal documentation is not attached with this form, a hold will be placed on my record until legal documentation is provided to the Records Office to support this change.
	<div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Signature Date </div>

OR

PART III	I do not wish to provide my taxpayer identification number. I have read this document and am aware of the following: Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the college is required to solicit taxpayer identification numbers from students. The IRS can levy penalties on the student for refusing to provide his/her taxpayer identification number and subsequently claiming qualifying expenditures for the Hope Scholarship Tax Credit and/or the Lifetime Learning Tax Credit.
	<div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Signature Date </div>

See instructions on back.

Instructions

Purpose

Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the College is required to solicit and **students are required to provide Social Security Numbers**. Failure to comply with this requirement may result in civil penalties, assessed by the IRS. The purpose of providing Social Security Numbers is for the issuance of Form 1098-T, Tuition Payments Statement. The College reports the amount you paid for qualifying tuition and fees to both you and the IRS on Form 1098-T. The 1098-T contains information related to claiming a tuition and fee deduction, the Hope Scholarship credit and/or the Lifetime Learning Credit on your taxes. The College also uses Social Security Numbers to verify enrollment, degree(s) and transcripts, administer financial aid, collect student debt, and conduct research.

Part I

Name and address. Enter the legal name and current mailing address of the student.

Social Security Number (Taxpayer identification number). Enter your Social Security number (SSN). If you have an IRS Individual Taxpayer Identification Number (ITIN) because you are not eligible to obtain an SSN, enter the ITIN. If you **DO NOT** have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write "Applied For" in the space provided.

How to get an SSN or ITIN. To apply for an SSN, use Form SS-5, Application for a Social Security Card. You can get this application from your local Social Security Administration office. To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number you can get from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS website at www.irs.gov.

Part II

Please sign and date indicating the student is providing accurate SSN or ITIN and legal name. Provide legal support (ex: copy of your social security card or ITIN letter, marriage certificate, final decree of divorce or name change judgment etc.) along with completed W-9S form. If supporting documentation is not included with the return of this form, a hold will be placed on your record until the appropriate documentation is provided to the Records Office to support this change.

Part III

Please read, sign, and date this section **ONLY** if you are not willing to provide your Social Security Number. By signing you acknowledge that you are aware of the following: Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the College is required to solicit Social Security Numbers from students. The IRS can levy penalties on the student for refusing to provide his/her SSN and subsequently claiming qualifying expenditures for the Hope Scholarship Tax Credit and/or the Lifetime Learning Tax Credit. By law, Joliet Junior College must ask you at least once a year for your SSN/taxpayer identification number in order to meet its obligation to file Form 1098-T.

Penalties

Failure to furnish correct SSN or ITIN. If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty unless your failure is due to reasonable cause and not to willful neglect.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide 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, states, and the District of Columbia to carry out their tax laws. The IRS may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

*Deliver or mail this completed form to the college address provided.
Do not email form.
Email is not a secure way to transmit personal information.*