



REQUEST FOR STUDENT'S SOCIAL SECURITY NUMBER

November , 2008

Dear Student,

The Taxpayer Relief Act of 1997 (the "Act") provides many tax benefits for persons who pay higher education costs for themselves and members of their families. These tax benefits include the Hope Scholarship tax credit (for first and second year students) the Lifetime learning tax credit (for upperclassmen, graduate and continuing education students) or a tuition and fees deduction.

Under the provisions of the Act, the University is required to report to you and the Internal Revenue Service (the "IRS") certain information concerning your status as a student on a tax statement called Form 1098-T, Tuition Payments Statement. In order to properly file this form, the University needs your correct social security number or Tax Identification Number (TIN). The federal law requires that you provide your correct social security number so that the university can include it in the information return, which will be filed with the IRS. Accordingly, please provide your correct social security number on the **Form W-9S** below, detach and **return the form** in the envelope provided. Pursuant to privacy laws and regulations, the social security number that you provide will be used for IRS tax reporting purposes only and **will not** be used as an identifier in the Rutgers University student records system.

If you are considered a nonresident alien, you are not eligible for the Hope Scholarship, Lifetime Learning tax credits or tuition and fees deduction unless you are married to a U.S. citizen or resident, or unless you have become a resident alien for U.S. tax purposes during the year. If you feel you are eligible, please provide your social security number or your individual taxpayer identification number (ITIN) to the University on Form W-9S.

We also encourage you to consult the IRS Publication 970, Tax Benefits for Higher Education or visit <http://www.rci.rutgers.edu/~hopesch/> for more information. The IRS instructions for Form W-9S are provided on the reverse of this letter.

Please return the completed form to: Student Accounting Services
65 Davidson Road, Room 310, Piscataway, New Jersey, 08854

Sincerely,

Student Accounting Services

Form **W-9S**
(Rev. October 2002)
Department of the Treasury
Internal Revenue Service

Request for Student's or Borrower's Taxpayer Identification Number and Certification

Give form to the requester. Do NOT send to the IRS.

Part I Student or Borrower Identification (All must complete.)	
Name of student or borrower (See instructions.)	Taxpayer identification number : : : :

General Instructions

Purpose of form. An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct social security number (SSN) to file certain information returns with the IRS and to furnish a statement to you. The returns they must file contain information about qualified tuition and related expenses (**Form 1098-T**, Tuition Payments Statement) and student loan interest (**Form 1098-E**, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take the Hope credit or lifetime learning credit to reduce Federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see **Pub. 970**, Tax Benefits for Higher Education. Use Form W-9S to give your correct SSN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses. You are required to provide the requested information.

Note: *The educational institution or lender may request your TIN and certification using Form W-9S or electronically.*

Specific Instructions

Part I—Student or Borrower Identification

You must complete this part.

Name and Address. Enter the name and mailing address of the student if the request for the student's TIN is being made because of tuition payments. Enter the name and mailing address of the borrower if the request for the borrower's TIN is being made because of a student loan.

Note: *If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower, for example, if the loan borrower is the student's parent, complete two Forms W-9S – one for the student and one for the loan borrower.*

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, That you can get 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, from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at www.irs.gov.

Part II—Student Loan Certification

If your loan is a student loan incurred **solely** to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. **Do not** sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit **solely** to pay for qualified higher education expenses.

Qualified higher education expenses. These expenses are the costs of attending an eligible educational institution, including graduate school, on a half-time basis. Generally, these costs include tuition, fees, room and board, books, equipment, and other necessary expenses, such as transportation. See Pub. 970 for more information.

Part III—Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

Note: For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

Penalties

Failure to furnish correct TIN. If you fail to furnish your correct SSN or ITIN 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 TINs. If the requester discloses or uses your SSN or ITIN in violation of Federal law, the requester 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, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.