

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

Submit this form to the University.

Do NOT send to the IRS and *only email using your Student NU email.*

Read, complete, sign, and submit this form to Student Financial Services (SFS), either in person, email to [studentfinancialservices@northwestu.edu](mailto:studentfinancialservices@northwestu.edu); or by mail at:

**Northwest University**  
**Student Financial Services**  
**PO Box 579**  
**Kirkland, WA 98083-0579**

The information requested on this form can also be provided over the phone by contacting SFS at 425-889-5210.

<b>Part I</b>	Name of Student	Social Security Number (Taxpayer Identification Number)
	Address (number, street, and apt. or suite no.)	NU Student ID Number
	City, state, and ZIP code	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## General Instructions

### Purpose

Northwest University is required to obtain your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) to file Form 1098-T, Tuition Payments Statement with the IRS and to furnish a statement to you. The University reports the amount you paid for qualifying tuition and fees using Form 1098-T. The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fee deduction or claim an education credit to reduce federal income tax. For more information, see Pub. 970, Tax Benefits for Education.

Under federal law, you are required to provide the requested information.

The University also uses a student's SSN/ITIN to verify enrollment, degree(s) and transcripts, administer financial aid, and collect student debt. The College will only utilize your Social Security Number in a manner that does not permit personal identification of you. The Social Security Number is confidential and, pursuant to state law (RCW 28B.10.042) and the Federal Family Educational Rights and Privacy Act (FERPA), will not be released and only used as stated above.

### 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.

# Request for Student's Taxpayer Identification Number

Submit this form to the University.  
Do NOT send to the IRS.

## Specific Instructions

### Part I

**You must complete this part.**

**Name and address.** Enter the name and 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.

**NU Student ID Number:** Enter your NU Student ID # to ensure that the correct student record is updated.

**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 or get this form online at [www.SSA.gov/forms](http://www.SSA.gov/forms). You may also get this form by calling 1-800-772-1213. 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. Go to [www.irs.gov/forms](http://www.irs.gov/forms) to view, download or print Form W-7. Or you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 mailed to you within 10 business days.

Please sign and date indicating the student is providing their correct SSN or ITIN.

### 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 \$50 penalty unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITINs.** If Northwest University discloses or uses your SSN or ITIN in violation of Federal law, Northwest University may be subject to civil and criminal penalties.

### Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund. To reduce your risk:

- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer.

If your SSN has been lost or stolen or you suspect you are a victim of tax-related identity theft, visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn what steps you should take.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts. If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338). Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.