

# VALENCIA COLLEGE

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

Return completed signed form and include Valencia College Identification "V" number (VID) on all documents submitted

- Upload using the [Secure Document Upload](#) Form

OR

- Mail to:  
Valencia College  
ATTN: Enrollment Services  
P.O. Box 3028  
Orlando, FL 32802-3028

**Do not submit this form to the IRS.**

See instructions on following page.

PART I	Name of Student	
	Address	
	Taxpayer Identification Number (SSN or ITIN)  _____ - _____ - _____	Valencia College Identification Number
PART II	I certify that the number shown on this form is my correct taxpayer identification number.	
	Signature _____	Date _____
OR		
PART III	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to Valencia College at this time. I understand that the IRS will not be able to use the Form 1098-T filed by Valencia College to confirm my eligibility for certain education tax benefits without my taxpayer identification number.	
	Signature _____	Date _____

## Instructions

**Purpose.** Valencia College 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.

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

### Part I.

Enter your name and mailing address. 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. You can submit the application for replacement card along with the completed Form 1098-T.

### Part II.

Sign your name in the space provided to confirm the information provided. Valencia College 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 or sign the statement. By law, Valencia College must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

### **EMAIL IS NOT A SECURE WAY TO TRANSMIT YOUR TAXPAYER INFORMATION.**

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Include your Valencia Identification "V" number (VID) on every document you submit.

### **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.

December 2014