



UNIVERSITY OF South Carolina

Bursar's Office
1244 Blossom Street, Suite 128
Columbia, SC 29208

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

University of South Carolina Banner ID or VIP ID#: _____

Student Name: Please print your name as it currently appears on your University of South Carolina academic record.

Last Name First Name Middle Name/Initial

Student Address: _____

Social Security Number or Individual Tax Identification Number for the Student:

____ _ -- ____ _ -- ____ _

☐ I certify that the number shown on this form is my correct US taxpayer identification number and I authorize the University of South Carolina to store this information for internal use and reporting to the IRS. I understand that it will not be used as a public identifier.

OR

☐ 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.

OR

☐ I do not wish to provide my taxpayer identification number to the University of South Carolina at this time. I understand that I may be subject to a \$50.00 penalty under Internal Revenue Code (IRC) 6723 for failure to do so. I further understand that the IRS will not be able to use form 1098-T Tuition Statement filed by the University of South Carolina to confirm my eligibility for certain education tax benefits without my taxpayer Identification number.

Signature of Student

Date

Please see the instructions on the back for completing this form

Purpose

The University requires your correct SSN or TIN to file certain information returns with the Internal Revenue Service (IRS) and to provide you a Form 1098-T Tuition Statement. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). Please note that if you are a non-resident alien and do not have income that is subject to tax, you are not required to supply this information and you should indicate this by checking the appropriate box on the Substitute Form W-9S.

Form 1098-T contains information about qualified tuition and other 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 a deduction credit to reduce Federal income tax. For more information, see IRS Publication 970, Tax Benefits for Higher Education by visiting www.irs.gov.

Penalties

Under Federal law, you are required to provide the requested information. Failure to provide your correct SSN or ITIN to the University of South Carolina, could result in a penalty of \$50.00 under Internal Revenue Code (IRC) 6723 from the IRS.

Information

Your name and mailing address should match that used by the Social Security Administration or Internal Revenue Service.

If you do not have an SSN or ITIN, you may apply for one and fill out and return this form when you receive it.

Please update your Social Security Number (SSN) or Taxpayer Identification Number (TIN) by clicking on the secure link below for the University Registrar-Columbia website. Once you are on the website, scroll down to the bottom of the screen, click on *Social Security Number (SSN) Update* at the bottom right and follow the prompts that appear on the screen.

https://sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/index.php

Once you update and upload your SSN/TIN on this site, there is no need to forward the Request for Student's Taxpayer Identification Number (Substitute Form W-9S) to the Bursar's Office. You have completed the process.

If you do not want to use the secure link above, you can also hand deliver, mail, or fax the completed Substitute Form W-9S along with a copy of your Social Security Card to the address or fax number listed below.

Do NOT submit this form or your Social Security Card via email as that is not a secure method.

Hand Deliver	Mailing Address
University of South Carolina	Bursar's Office
Bursar's Office	Student Services Support
1244 Blossom Street, Suite 128	University of South Carolina
Columbia, SC 29208	1244 Blossom Street, Suite 128
	Columbia, SC 29208
FAX: 803-777-0038	

Do NOT submit this form to the IRS