W9S Replacement Form

This form replaces IRS Form W-9S
(See instructions below)

Request for Student's or Borrower's Social Security Number and Certification

DO NOT SEND TO IRS

Print & mail form to:

Northern Arizona University
PO Box 4079
Flagstaff, AZ 86011

Please include a copy of your social security card with completed form.

(Please fill out form completely)

PART I - Student or Borrower Identification (All must complete.)

Name of student or borrower	
NAU identification number	
Social security number (or ITIN)	
Mailing address	
City, state, zip code	
Phone number	

I certify that the above information is correct.

Student's Signature _____

Date_____

Part II - Student Loan Certification (Complete for student loans only.)

I certify that all of the loan proceeds are to pay for qualified higher education expenses.

Borrower's Signature _____

Date_____

Part III - Requester Information (Print & mail completed form to this address.)

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General instructions

Purpose of Form - An eligible educational institution, such as Northern Arizona University, or a lender of a student loan must have your correct social security number (SSN) to be able to file certain information returns with the IRS and to furnish a statement to you. The returns we 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 Scholarship Tax Credit or Lifetime Learning Tax 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 **Publication 970, Tax Benefits for Higher Education.**

Use this form (replacing Form W-9S) to give your correct SSN to Northern Arizona University 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: Northern Arizona University has permission from the IRS to utilize this custom form instead of Form W-9S, and other means such as electronically.

Specific instructions

Part I - Student or Borrower Identification

Name of Student or Borrower: Enter the name of the student if the request for the student's social security number is being made because of tuition payments. Enter the name of the borrower if the request for the student's social security number 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.

NAU Student ID Number: Enter your Northern Arizona University Student Identification Number.

Social Security 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 Obtain an SSN or ITIN: If you do not have a SSN, apply for one immediately. To apply for an SSN, obtain Form SS-5, Application for a Social Security Card, from your local Social Security Administration. To apply for an ITIN, obtain 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 internet website at www.irs.gov

Address: Enter your complete mailing address.

Signature of Student: The student listed above MUST sign this statement to certify correct social security number and NAU identification number.

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 the 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. Generally, these costs include tuition, fees, room and board, books, equipment and other necessary expenses, such as transportation.

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.

Penalties

Failure to Furnish Correct SSN. If you fail to furnish your correct SSN to the requester, you are subject to a penalty of $50 by the IRS unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN's. If the requester discloses or uses your SSN 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 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 Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) requires the protection of student records by educational institutions that receive funds from the U.S. Department of Education or whose students receive such funds. Except for certain circumstances specified in the FERPA statute and regulations, FERPA prohibits the disclosure of personally identifiable information from educational records to third parties unless the institution has the consent of the student.

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