

(PLEASE FILL OUT FORM COMPLETELY. TYPE OR WRITE CAREFULLY AND CLEARLY.)

PART I -- Student Identification (All Must Complete. Please print carefully.):

NAME OF STUDENT:

GFU STUDENT 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 Requester Information:



GEORGE FOX UNIVERSITY

STUDENT FINANCIAL SERVICES

Print, Sign & Mail Form To:

414 N. Meridian #6129, Newberg, OR 97132,

or Fax to 503-554-3880,

or scan and email to studentaccounts@georgefox.edu.

Please take great care when using public machines to fax, scan or email.

GENERAL INSTRUCTIONS

Purpose of Form - An eligible educational institution, such as George Fox University, must have your correct identifying number to be able to file certain information returns with the IRS and to furnish a statement to you. 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). The returns we must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement). 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 fees deduction or claim an education credit to reduce federal income tax. For more information, see **Publication 970, Tax Benefits for Higher Education.**

Use this form (replacing Form W-9S) to give your correct SSN to George Fox University. You are required to provide the requested information. Note: George Fox University has permission from the IRS to utilize this custom form instead of IRS Form W-9S.

SPECIFIC INSTRUCTIONS

Part I - Student or Borrower Identification

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

GFU Student ID Number: Enter your George Fox University Student ID Number. (View at mygfu.georgefox.edu>Student Center>Campus Personal Information >Demographic Info.)

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 an 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. If this is different than what is in mygfu you will need to update your mailing address in mygfu.

Phone Number: If needed to verify your responses. Please write legibly.

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

Part II - Requester Information

This part is not required to be completed. It is provided so you will know who has asked you to provide this information and to give instructions for returning the form.

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.