



Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

Return completed signed form by email to: Registration@olympic.edu
or by mail to: Registration and Records
1600 Chester Avenue, Bremerton WA 98337

Do not submit this form to the IRS.
Digital signatures are accepted during the stay home order.

Part 1	Last Name	First Name	M.I.
	Street Address	City	State
	Taxpayer Identification Number (SSN or ITIN)	OC ctcLink ID number	
			Zip Code

Part 2	<i>By my signature below, I certify that the number shown on this form is my correct SSN/taxpayer ID number.</i>		
	Signature	Date	

~~~ OR ~~~

|               |                          |                                                                                                                                                                                                                                                                                                                                                    |
|---------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part 3</b> | <input type="checkbox"/> | I am a foreign national, nonresident alien, or International student and do not have a Social Security number or Individual taxpayer ID number. I do not plan to file an income tax return in the U.S.                                                                                                                                             |
|               | <input type="checkbox"/> | I am unable to, or choose not to provide my SSN/ITIN to Olympic College at this time. I understand that I may be subject to an IRS fine for failure to do so. I further understand that the IRS will not be able to use the Form 1098-T filed by Olympic College to confirm my eligibility for certain education tax benefits without my SSN/ITIN. |
|               | <b>Signature</b>         | <b>Date</b>                                                                                                                                                                                                                                                                                                                                        |

### Instructions

**Purpose:** Olympic College must get your correct identifying number to file the Form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. This will be your social Security number (SSN) or 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 1.**

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. Please include your OC student ID number.

#### **Part 2.**

Sign your name in the space provided to confirm the information provided. The registrar cannot change your records without your signature.

#### **Part 3.**

Please fill out this part only if you choose not to or are unable to provide the SSN/ITIN. Mark either the first or the second box and sign the statement. By law, Olympic 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.

*Deliver, or mail the completed form using the enclosed postage paid, self-addressed envelope to Registration and Records. Please do not email the form. Email is not a secure way to transmit personal information. Forms also cannot be accepted via fax.*

**Misuse of SSNs.** If Olympic College discloses or uses your SSN/ITIN in violation of Federal law, Olympic College 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 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.