



# REQUEST FOR STUDENT TAXPAYER IDENTIFICATION - FORM W-9S

**Submit this form to the College.  
Do NOT send to the IRS.**

Read, complete, sign, and submit this form to CBC Student Records by mail, in person, or email:

**Mail:**

Student Records  
Columbia Basin College  
2600 N. 20th Avenue, MS-H4  
Pasco, WA 99301

**In Person:**

Hawk Central  
H Building  
Pasco Campus

**Email:**

records@columbiabasin.edu

Part I	Name of Student	Taxpayer identification number SSN or ITIN
	Address (number, street, and apt. or suite no.)	CBC Student ID Number
	City, state, and ZIP code	

Part II	Under penalties of perjury I certify that the Taxpayer Identification Number shown on this form is my true Taxpayer Identification Number.
	Student Signature: _____ Date: _____

**OR**

Part III	I do not wish to provide my Taxpayer Identification Number. I have read this document and am aware of the following: The College must request students' correct identifying number to file certain information returns with the IRS and to furnish a statement to students.
	Student Signature: _____ Date: _____

**SEE NEXT PAGE FOR INSTRUCTIONS**

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## INSTRUCTIONS

### Purpose

The College must request your correct identifying number 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 the College must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition 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 either the tuition and fees deduction or claim an education 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 IRS Pub. 970, Tax Benefits for Education. The Social Security Number is confidential and, pursuant to state law (RCW 28B.10.042) and the Federal Family Educational Rights and Privacy Act (FERPA), will not be released and only used as stated above.

**You must complete this part.**

**Name and address.** Enter your name and mailing address.

Part I

**Taxpayer Identification Number.** Enter your Social Security number (SSN) or Individual Taxpayer Identification number (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. If the IRS has deactivated your ITIN, you may still use it on Form W-9S.

**How to get an SSN or ITIN.** To apply for an SSN, use IRS Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at [www.SSA.gov/forms](http://www.SSA.gov/forms). You may also get this form by calling 1-800-772-1213.

Part II

Please sign and date indicating you are providing your Taxpayer Identification (SSN or ITIN).

### OR

Part III

Please read, sign, and date this section ONLY if you are not willing to provide your Taxpayer Identification Number (SSN or ITIN).

Penalties

**Failure to furnish correct SSN or ITIN.** If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITINs.** If the requester discloses or uses your SSN or ITIN 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 provide 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, states, and the District of Columbia to carry out their tax laws. The IRS may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.