



RENTON
TECHNICAL
COLLEGE®

Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

Return/ Submit completed signed form, in person or by mail, to:

Renton Technical College
Attn: Enrollment Services
3000 NE 4th Street
Renton, WA 98056

Do not submit this form to the IRS.

PART I	Last Name		First Name		M.I.
	Street Address		City	State	Zip Code
Taxpayer Identification Number (SSN or ITIN)			Student ctcLink ID		

PART II	By my signature below, I certify that the number shown on this form is my correct taxpayer identification number.				
	Signature			Date (MM/DD/YYYY)	

~~~OR~~~

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |                          |  |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--------------------------|--|
| <b>PART III</b> | <input type="checkbox"/> 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.A.                                                                                                                                                                                                        |  |  |                          |  |
|                 | <input type="checkbox"/> I do not wish to provide my taxpayer identification number to Renton Technical 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 Renton Technical College to confirm my eligibility for certain education tax benefits without my taxpayer identification number. |  |  |                          |  |
|                 | <b>Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                          |  |  | <b>Date (MM/DD/YYYY)</b> |  |
|                 |                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |                          |  |

### Instructions

**Purpose.** Renton Technical College must get your correct identifying number to file Form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. This will be your Social Security number (SSN) or, if you are not eligible to obtain an SSN, 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 I.**

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

Please print or type.

**Taxpayer ider** Enter your SSN or ITIN. If you do not have an SSN or ITIN, and you have applied for one soon, write "Applied For" in the space provided.

**Student ctcLink ID.** Include Enter your student ctcLink identification number (ctcLink SID)

**PART II.**

Sign and date to confirm the information provided. The Registration Office cannot change your records without your signature.

**PART III.**

Please fill out this part only if you are unwilling or unable to provide a taxpayer identification number. Check either the first or the second box and sign the statement. By law, Renton Technical 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.

**Submitting the Form**

Deliver or mail the completed form to the address provided above. Also, the form completed can be submitted through ctcLink portal.

Do not email the form with your SSN/ITIN because email is not a secure way of transmitting Personally Identifiable Information.

Forms will not be accepted via fax.

**Penalties**

**Failure to furnish correct SSN or ITIN.** If you fail to furnish your correct SSN or ITIN to Renton Technical College, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITIN.** If Renton Technical College discloses or uses your SSN in violation of Federal law, Renton Technical 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.