

UH Main Campus E-mail – (Note 1)

Your invalid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) with the University of Houston (the University)

Dear Jack Alexander,

To eliminate the possibility that this e-mail address is not correct, the University is also sending you this same information via postal mail. Please disregard if you receive a duplicate.

Recently, the Internal Revenue Service (IRS) notified the University that your SSN or ITIN on file with the University is incorrect, and it was used to prepare your previous Form 1098-T, Tuition Statement. The Form 1098-T is prepared to help you determine if you are eligible to take advantage of either the American Opportunity tax credit or Lifetime Learning tax credit.

As a result, please complete the attached IRS Form W-9S, Request for Student's Taxpayer Identification Number and Certification, and present the form in person along with your valid SSN or ITIN card to the University Registrar's Office in the Welcome Center, so that your invalid SSN or ITIN may be replaced immediately. Please DO NOT return the form by e-mail, since it contains security sensitive information.

You may verify the validity of this message by visiting the UH Tax Website at http://uh.edu/finance/pages/tax_info.htm, then click IRS Form 1098-T E-mails.

If you have any questions regarding this matter, please feel free to contact me.

Bursar Office
University of Houston
Andy Startz
(713) 743-1098

(Note 1 – For Downtown, Clear Lake, and Victoria campuses, the e-mails will be similar, but will be worded differently to pertain specifically to their respective campuses (e.g. Registrar's location).

**Request for Student's Taxpayer
Identification Number and Certification**Give form to the
requester. Do NOT
send to the IRS.

(Substitute Oct 2014)

Part I Student Identification

Please print or type	Name of student	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

Part II Taxpayer Identification Number Certification

I certify that the number shown on this form is my correct taxpayer identification number.

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Part III Requester Information

Requester's name and address University of Houston, Student Financial Services, Welcome Center Houston, TX 77204-6032	Student ID number
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General Instructions

Purpose of form. An eligible educational institution, such as the University of Houston, 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.

Use Form W-9S to give your correct SSN or ITIN to the University of Houston. Under federal law, you are required to provide the requested information.

Note: The University of Houston *may request your SSN and certification using Form W-9S or by other means, such as electronically.*

Specific Instructions**Part I. Student Identification**

You must complete this part.

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

Taxpayer identification number. Enter your SSN or ITIN. If you do not have an SSN or ITIN, apply for one and fill out and return this form when you receive it.

Part II. Certification

Sign your name in the space provided.

Part III. Requester Information

This information is provided to identify the requestor and provide the address to which the form should be sent. Fill in your student account number in the box provided. **Note:** *Deliver or mail the completed form to the address provided. Do not email the form. Email is not a secure way to transmit personal information.*

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 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSNs. If the University of Houston discloses or uses your SSN in violation of Federal law, the University of Houston 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