



# Cleveland State University

## Office of Treasury Services

Dear Student,

The Internal Revenue Service (IRS) requires Cleveland State University to report certain information concerning your status as a student on an IRS tax statement form 1098-T. In order to properly prepare and submit the tax statement, your correct U.S. Social Security Number (SSN) or U.S. Tax Identification Number (ITIN) is required. The Office of Treasury Services will be contacting students for which this information is absent several weeks before the 1098-T form is produced.

In order to comply with the Taxpayer Relief Act of 1997, Cleveland State University must submit information to the IRS each year for every student who attends the University during the calendar year (January 1 through December 31) and has earned academic credit. The information that is submitted to the IRS includes the tuition and qualified expenses paid on the student's behalf, refunds made to the student for credit hours dropped, and any grant or scholarship dollars credited to the student's account. This information is also supplied to each student to determine if you are eligible for Higher Education Tax Credits (the Hope Scholarship and the Lifetime Learning Tax Credits).

The IRS works only with the U.S. Social Security Number or U.S. Tax Identification Number (ITIN) of each student who attends the University during the calendar year. Our records indicate that we do not have a valid SSN or ITIN number on file for you.

**If you have a social security number**, please visit Campus411, MC 116, and complete a "Change of Student Information" form. In order to protect your identity, your social security card must be presented along with a picture ID (CSU Viking Card, driver's license, etc.).

**If you are an international student and have a Tax Identification Number**, please complete the back side of this letter and provide a copy of your ITIN card. Write your student ID number and hand write your ITIN number on the photocopy of your ITIN card.

Return the two required documents by any of the following options:

1. Hand deliver to the Office of Treasury Services MC 115.
2. Mail the two required documents in the provided return envelope.
3. Fax the two required documents to (216) 687-9363.

If you have questions regarding this request, please contact our office at (216) 687-9244 or visit our website at <https://www.csuohio.edu/treasury-services/w-9s-and-1098-t-forms>.

Regards,

Office of Treasury Services



# Cleveland State University

**If you are an International student, you may not be required to provide a SSN or ITIN number. So we may update our records, please select one of the 3 options below:**

\_\_\_\_\_  
**Full Name (please print)**

\_\_\_\_\_  
**CSU ID Number**

**Select one:**

- I am a foreign national/nonresident alien and do not have a SSN or ITIN number. I do not plan to file an income tax return in the U.S.
- I do have a SSN or ITIN number, but not wish to provide it to Cleveland State University at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. I further understand that the IRS will not be able to use the form 1098-T filed by Cleveland State University to confirm my eligibility for certain education tax benefits without my ITIN number.
- I do have a SSN or ITIN number, and I am providing the information below:

Form <b>W-9S</b> (Rev. March 2008) Department of the Treasury Internal Revenue Service	<b>Request for Student's or Borrower's Taxpayer          Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
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<b>Part I Student or Borrower Identification (All must complete.)</b>							
Print or type	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Name of student or borrower (see instructions)</td> <td style="width: 30%; padding: 5px;">Taxpayer identification number</td> </tr> <tr> <td style="padding: 5px;">Address (number, street, and apt. or suite no.)</td> <td style="padding: 5px;"> <div style="text-align: center;">   </div> </td> </tr> <tr> <td style="padding: 5px;">City, state, and ZIP code</td> <td style="padding: 5px;"></td> </tr> </table>	Name of student or borrower (see instructions)	Taxpayer identification number	Address (number, street, and apt. or suite no.)	<div style="text-align: center;">   </div>	City, state, and ZIP code	
Name of student or borrower (see instructions)	Taxpayer identification number						
Address (number, street, and apt. or suite no.)	<div style="text-align: center;">   </div>						
City, state, and ZIP code							

**PLEASE RETURN A COPY OF YOUR ITIN CARD WITH THIS FORM**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**