

Send this form to: Kansas State University Do NOT send to the IRS	Request for Student's Social Security Number PLEASE PRINT OR TYPE	This form replaces IRS form W-9S
Student Information		
1. Name, Address, City, State, Zip Code	2. Social Security Number	
	3. KSU Student ID Number (WID)	
	4. Phone Number	
	5. Date of Birth	
Sign Here	Signature >	Date>

Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS (i.e. Kansas State University). The IRS uses the numbers for identification purposes and to help verify the accuracy of information. 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.

If you do not have a United States Social Security Number or ITIN please write "Do not have" in Box Number 2, Sign, Date and Return this form using the instructions below.

PENALTIES

Failure to furnish correct SSN: You are subject to a penalty of \$50 if you fail to furnish your correct SSN to the requestor, unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN's: the requestor may be subject to civil and or criminal penalties if the requestor discloses or uses your SSN in violation of Federal Law.

INSTRUCTIONS

Use this form to provide your correct Social Security Number (SSN) to Kansas State University. KSU must have your correct SSN to be able to file certain information returns with the IRS and to furnish a statement to you. The returns KSU must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) or other forms as required. This may give you the opportunity to be eligible for income tax credit. When completed please sign, date and return to the Office of the Registrar or submit online at <https://www.k-state.edu/registrar/students/forms/> with required documentation.

STUDENT INFORMATION (REQUIRED)

1. **Name, Address, City, State, Zip Code:** Enter your permanent mailing address.
2. **Social Security Number:** Enter your Social Security Number (SSN). If you have an IRS individual taxpayer identification number (ITIN) because you are not eligible to obtain an SSN, enter the ITIN. If you do not have an SSN or ITIN but you have applied for one or intend to apply for one soon, write "Applied For" in the space provided.
3. **KSU Student ID Number:** Enter your KSU Student ID Number (WID). It is a 9-digit number beginning with an "8" on your student ID card. It is not a valid SSN or ITIN.
4. **Phone Number:** Enter the phone number at which you can be reached if questions arise about this information.
5. **Date of Birth:** Enter your date of birth.
6. **Attach Documents:** Social Security Card (must be signed) or W-2 or SSA-1099 or Any 1009

How to get an SSN or ITIN.

If you do not have an SSN or ITIN you may apply for one but first contact the KSU International Student Center, 785-532-6448, to determine whether you are eligible for one or if you may need an ITIN. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from the local Social Security Administration, 1121 Hudson Ave, Manhattan, KS 1-877-840-5741 or online <https://www.ssa.gov/ssnumber>. You must apply for an ITIN through the IRS.

**Return This Form To: Kansas State University, Office of the Registrar, 119 Anderson Hall,
919 Mid Campus Drive, Manhattan, KS 66506-0110**