

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
(713) 743-1010 Option 6

(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 or Borrower's Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9S for the latest information.

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|---|---|------------------------|---------------------|
| Part I Student or Borrower Identification (All must complete.) | | | |
| Print or type | Name of student or borrower (see instructions) Taxpayer identification number | | |
| | Address (number, street, and apt. or suite no.) | | |
| | City, state, and ZIP code | | |
| Part II Student Loan Certification (Complete for student loans only.) | | | |
| I certify that all of the loan proceeds are solely to pay for qualified higher education expenses. | | | |
| Sign Here | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">Signature of borrower</td> <td style="border-bottom: 1px solid black; width: 30%;">Date</td> </tr> </table> | Signature of borrower | Date |
| Signature of borrower | Date | | |
| Part III Requester Information (Optional) | | | |
| Requester's name and address | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">Tuition account number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Loan account number</td> </tr> </table> | Tuition account number | Loan account number |
| Tuition account number | | | |
| Loan account number | | | |

General Instructions

Future developments. For the latest information about developments related to Form W-9S and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9S.

What's New

Tuition and fees deduction. The Taxpayer Certainty and Disaster Tax Relief Act of 2020 repealed the tuition and fees deduction for tax years beginning after 2020.

Purpose of form. An eligible educational institution, such as a college or university, or a lender of a student loan must get 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 they 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 claim an education credit (American Opportunity Credit or Lifetime Learning Credit). See Form 8863 for details. The information about your student loan interest will help to determine your deduction for such interest. For more information on the student loan interest deduction or education credits, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined on page 2). You are required to provide the requested information.

Note: The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

Specific Instructions

Part I. Student or Borrower Identification

You must complete this part.

Name and address. Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan.

Note: If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower. See Pub. 970 for more information on determining your eligibility to claim student loan interest.

Taxpayer's identifying number. Enter your SSN or 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. However, you will have to apply to renew your deactivated ITIN when you need to file a tax return. For more information, see the Instructions for Form W-7.

How to get an SSN or ITIN. To apply for an SSN, use 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. You may also get this form by calling 800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number. Go to www.irs.gov/FormW7 to view, download, or print Form W-7. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 mailed to you within 15 business days.

Part II. Student Loan Certification

If your loan is a student loan incurred solely to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. Do not sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.

Qualified higher education expenses. These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

Part III. Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

Note: For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

Penalties

Failure to furnish correct SSN or ITIN. Generally, if you fail to furnish your correct SSN or ITIN 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 SSN or ITIN. 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.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.

To reduce your risk:

- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer.

If your SSN has been lost or stolen or you suspect you are a victim of tax-related identity theft, visit www.irs.gov/IdentityTheft to learn what steps you should take. See Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contact with taxpayers by email, text messages, or social media channels to request personal or financial information. This includes requests for PIN numbers, passwords, or similar access information for credit cards, banks, or other financial accounts.

Report all unsolicited email—including the full email header—claiming to be from the IRS or an IRS-related function to phishing@irs.gov. If you've experienced any monetary losses due to an IRS-related incident, please report it to the Treasury Inspector General for Tax Administration (TIGTA), the Federal Trade Commission, and the Internet Crime Complaint Center (IC3). You can also forward the email to your internet service provider's abuse department. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or contact them at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338).

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

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 requester or the IRS may provide this information to the Department of Justice for civil and criminal litigation. The IRS may provide this information to cities, states, the District of Columbia, and U.S. territories 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. Failure to provide the requested information, or providing false or fraudulent information, may prevent a lender from filing Form 1098-E and an educational institution from filing Form 1098-T, and may subject you to penalties.