

Request for Students Taxpayer Identification Number Instructions

General Instructions

Complete the form and route to appropriate administrator. Please continue reading this page for instruction details.

Instructions to fill out W9 form.

1. Fill out Name, Campus ID, Address, and Tax Payer Identification Number (SSN/ITIN)
2. Click on Signature Box to certify your information
3. Attach copy of Social Security Card
4. Click on Finish

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Student *

Your Name:

John Doe

Your Email:

John.Doe@csulb.edu

Begin Signing


Accept DocuSign electronic agreement



Click the checkbox to agree to use electronic records and signatures and then click "Continue".

 Please read the Electronic Record and Signature Disclosure . <input type="checkbox"/> I agree to use electronic records and signatures.	CONTINUE	OTHER ACTIONS ▾
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Employee Information and Required Information

Fill out the required fields as indicated by the red boxes.

 CALIFORNIA STATE UNIVERSITY **LONG BEACH**
REQUEST FOR STUDENT'S TAXPAYER IDENTIFICATION NUMBER
(Substitute Form W-9S)

TAXPAYER IDENTIFICATION NUMBER (TIN)	
NAME OF STUDENT: <u>John Doe</u>	CAMPUS ID: <u>999999999</u>
ADDRESS: <u>1250 Bellflower Blvd., Long Beach, CA 90840</u>	
TAXPAYER IDENTIFICATION NUMBER (SSN OR ITIN): <u>999-99-9999</u>	
CLICK ICON TO UPLOAD COPY OF SOCIAL SECURITY CARD -->	
CERTIFICATION	
I CERTIFIED THAT THE NUMBER SHOWN ON THIS FORM IS MY CORRECT TAXPAYER IDENTIFICATION NUMBER.	
SIGNATURE: <u> 1C29C7ECA40A438...</u>	DATE: <u>5/31/2019</u>

Detailed Instructions

- **Purpose.** California State University, Long Beach (CSULB) 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.

- **Taxpayer Identification Number (TIN).** Enter your name and mailing address. 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.

- **Certification.** Sign your name in the space provided to confirm the information provided. The Office of Enrollment Services cannot enter your records into our Student Information System (SIS) without your signature. To change or correct your SSN or ITIN record, you may be required to provide supporting documentation.
- **Penalties.** *Failure to furnish correct SSN.* If you fail to furnish your correct SSN or ITIN to CSULB, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSNs. If CSULB discloses or uses your SSN in violation of Federal law, CSULB 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 return 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 state to carry out their tax laws.

Sign and complete DocuSign form

Click "Sign" to electronically sign the form.

SIGNATURE:  1C29C7ECA40A438... DATE: 5/31/2019

When you are signing the DocuSign form, please change from the email address name to your first and last name in the Full Name field. Initial next to your name and click "Adopt and Sign". Click "Finish" when done.

Adopt Your Signature ✕

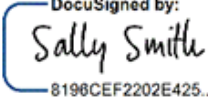

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

DocuSigned by:  DS 


8198CEF2202E425...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN [CANCEL](#)

Optional: If desired, download or print a copy of the form for your records. Otherwise; click “Close”.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, click Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**