

Purpose

The University requires your correct TIN to file certain information *returns* with the IRS and to provide you a Form 1098-T, Tuition Statement. 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). Please note that if you are a non-resident alien and do not have income that is subject to tax, you are not required to supply this information and you should indicate this by checking the appropriate box on the Substitute Form W-9S.

Form 1098-T contains information about payments made for tuition and other 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 a deduction credit to reduce Federal income tax. For more information, see IRS Publication 970, Tax Benefits for Higher Education. Under US Federal law, you are required to provide the requested information.

Penalties

Under Federal law, you are required to provide the requested information. Failure to provide your correct SSN or ITIN to Clark University, could result in a penalty of \$50.00 to you from the IRS, unless your failure is due to reasonable cause and not willful neglect.

Information

Your name and mailing address should match that used by the Social Security Administration or Internal Revenue Service.

If you do not have a SSN or ITIN, you may apply for one and fill out and return this form when you receive it.

Deliver or mail the completed form to the address below. Do NOT EMAIL the form. Email is not a secure way to transmit personal information.

Hand Deliver	Mailing Address
Student Accounts Office	Clark University
Shaich ASEC Building, 3 rd Floor	Attention: Student Accounts
939 Main Street	950 Main Street
Worcester, MA 01610	Worcester MA 01610

Do not submit this form to the IRS