

University Bursar's Office

Dear Student:

Please disregard this letter if we have already sent this to you and you do not have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN).

The University of Southern Indiana (USI) is required to annually report the amount paid for "qualified tuition and fees" to both you and the Internal Revenue Service (IRS). USI must report these amounts for every year that you are an enrolled student in a degree-seeking program at USI by January 31st of the following calendar year. To comply with Federal requirements, USI needs to obtain your correct identifying number; Social Security Number (SSN) or your Individual Taxpayer Identification Number (ITIN) to file the tax Form 1098-T with the IRS.

Form 1098-T, Tuition Statement, contains information about qualified tuition and fee payments, which can be used to help determine if you, or the person who can claim you as a dependent, may be allowed to claim an education tax credit or tuition and fees tax deduction, which can reduce Federal Income Tax. For more information, see IRS Pub. 970, Tax Benefits for Education at www.irs.gov.

According to our records, you do not have a valid SSN or ITIN in the student records system. Under Federal law, USI is required to solicit this information from students, and students are required to provide SSN or ITIN numbers. Failure to comply with this requirement may result in civil penalties, assessed by the IRS. Please be assured that the University urgently needs this information and will keep your SSN or ITIN strictly confidential.

To supply your SSN or ITIN to the University Bursar, please visit our website: <https://www.usi.edu/bursar/forms/>, select Form W-9S, and complete the form. Return the form to the University Bursar's Office either in person or mail to the address listed on the form. To protect the security of your personal information, PLEASE DO NOT SUBMIT THIS FORM VIA email.

Thank you for your attention to this important matter.

Please complete the form below and return it to the University Bursar's Office in person or mail the form to:

University of Southern Indiana
Attn: Bursar's Office (Confidential)
8600 University Boulevard
Evansville, IN 47712

If you have any questions concerning this request or the form, please call the University Bursar's Office at 812-464-1842.

General Instructions