Request for Social Security Number/Individual Taxpayer Identification Number

The Community College of Rhode Island (CCRI) is required by federal law to obtain a correct identifying number (Social Security Number (SSN) / Individual Taxpayer Identification Number (ITIN)) in order to provide you and the IRS information about qualified tuition and related expenses on form 1098-T. This information about your tuition will help to 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. CCRI will not use your SSN or ITIN as an ID number. A separate CCRI ID number will be assigned to you. Failure to furnish a correct SSN or ITIN may result in a $100 IRS penalty.

1. Students who do not have a SSN or an ITIN are encouraged to apply for one.
   a. To apply for a SSN, use form SS-5 Application for a Social Security Card, that you can get from your local Social Security Administration Office or call 1-800-772-1213 or online at www.ssa.gov/online.
   b. To apply for an ITIN because you are not eligible to get a SSN, use form W-7, Application for IRS individual Taxpayer Identification Number, which you can get at www.irs.gov or by calling 1-800-829-3676.

2. Students who successfully apply for either (a) or (b) should write on their W-9S “Applied for” when returning the form.

This form must be completed, signed and returned to CCRI, Office of Enrollment Services, 400 East Avenue, Warwick, RI 02886 before your Application for Enrollment can be processed. If you have a social security number or ITIN number, please list it on the enclosed Application for Enrollment and return to the Office of Enrollment Services.

I am requesting that my Application for Enrollment be processed at this time without providing CCRI with my SSN or ITIN because:

☐ A. I applied/will apply for a SSN or ITIN and understand I must return a completed W-9S to CCRI.

☐ B. I cannot obtain a SSN or an ITIN and have been provided a W-9S.

☐ C. I refuse to provide a SSN or an ITIN and have been provided a W-9S.

I acknowledge that CCRI has requested my SSN/ITIN number. I am aware that per federal law I am required to provide CCRI with this information. I further acknowledge failure to provide my correct SSN or ITIN may be subject to a $100.00 IRS penalty.

___________________________________   ________________________
Name        CCRI ID #

___________________________________              _________________________
Signature                                      Date