

Thérèse Hodges, Assistant Bursar
706-542-1625 / 706-542-3959 (fax)

**Senior Vice President for Finance and Administration
Bursar's Office**

Dear Student:

As of January 4, 2011 University records indicate that we do not have a valid Social Security number (SSN) or Taxpayer Identification number (ITIN) on file for you. As a result of the Taxpayer Relief Act of 1997, the law requires educational institutions to obtain a valid SSN/ITIN from all students subject to file a tax return. In order to file an information return concerning your enrollment with the Internal Revenue Service (IRS), we must have your valid SSN/ITIN. Failure to provide this information may result in a \$50 penalty from the IRS. If you are in the process of applying for one, please provide us with this number using the forms below as soon as you receive it. 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 to us unless you request the university to report your information to the IRS.

In order to update your records with your SSN/ITIN, we will need you to complete and return the **IRS W-9S form** and the **Student ID Authorization form** by January 20, 2011 following the instructions below. Please note we must have a copy of your SSN/ITIN in order to process these forms.

IRS W-9S FORM

Please only complete part 1 of the W-9S form and attach a copy of the SSN/ITIN card for documentation.

STUDENT ID AUTHORIZATION FORM

Please complete the Student ID Authorization and indicate if you would like your student identification number to be changed to this number. Allowing the university to change your student identification number helps facilitate future reporting requirements to the Internal Revenue Service.

Please return completed forms and your copy of the SSN/ITIN card to:

The University of Georgia
Bursar's Office
424 East Broad Street
Athens, GA 30602

Requested information may also be faxed to 706-542-3959. Please note this information should not be emailed.

We appreciate your cooperation. If you have any questions, please, contact our office at 706-542-1625.

Thanks in advance for you attention concerning this matter.