



Student's Taxpayer Identification Number Submission Form

Please contact the Business Office at 704-330-6964 or email cashiering@cpcc.edu if you have any questions concerning the Tuition Statement (Form 1098-T).

The completed form with appropriate signature can be returned in person to any Central Piedmont Campus Student Records Office, emailed to records@cpcc.edu, or mailed to:

Central Piedmont – Office of Student Records
P.O. Box 35009
Charlotte, NC 28235-5009

Part I	Name of Student	
	Address	
Part II	Taxpayer Identification Number (SSN or ITIN) _____ - _____ - _____	Central Piedmont Student ID Number _____
	I certify that the number shown on this form is my correct taxpayer identification number.	
OR		
Part III	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.	
	<input type="checkbox"/> I do not wish to provide my taxpayer identification number to Central Piedmont at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. I further understand that Central Piedmont will be unable to provide the IRS a Form 1098-T to confirm my eligibility for certain education tax benefits without my taxpayer identification number.	
	_____ Signature	_____ Date



Instructions

Purpose

Central Piedmont is required to obtain your correct personal identifying number to file a Tuition Statement (Form 1098-T) with the Internal Revenue Service (IRS) on your behalf and to issue a statement to you. This identifying number is 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.

Part I

Enter your name and mailing address. The name should match that used by the Social Security Administration or Internal Revenue Service. On the Taxpayer Identification Number section, please enter your SSN or ITIN. If you do not have an SSN or ITIN but meet the criteria for one of these numbers, you will need to apply for one. Once the number is received, please complete and return this form.

Part II

Sign your name in this section to certify the information provided in Part I is accurate. Your signature is also authorizing the Student Records office to update your Central Piedmont file.

Part III

This section should be completed only if you are unwilling or unable to provide a taxpayer identification number. Check the appropriate statement in this section then sign attesting to the statement selected. By law, Central Piedmont must request your taxpayer identification number at least twice a year. Deliver or mail the completed form to the address provided.

Penalties

Failure to Provide Correct SSN

If you fail to supply your correct SSN or ITIN to Central Piedmont, 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 Central Piedmont discloses or uses your SSN in violation of Federal law, Central Piedmont 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 returns 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 states to carry out their tax laws.

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