



## 1098-T Reporting Information

In 1997, the United States Congress passed the Taxpayer Relief Act of 1997 (TRA '97). A portion of this act provides for tax credits in certain cases for qualified tuition and fees paid to institutions of higher education. No later than January 31, Valdosta State University will provide a Form 1098-T to each enrolled student billed for tuition at the University during the previous calendar year. Forms can be accessed via your student account. If you did not select to view your statement online, your statement will be mailed.

The 1098-T will include an indication as to whether the recipient was enrolled at least half-time for at least one academic term during the calendar year and whether the student was enrolled exclusively in graduate level courses. Also included will be the payments received for "qualified" tuition and related expenses, scholarships and/or grants disbursed and adjustments made in the prior year's statement during the calendar year. The University will provide a supplemental statement that itemizes the totals being reported should you have questions. The University cannot provide tax advice concerning income taxes or the applicability of TRA '97 to individual situations. Questions concerning income tax matters should be directed to a tax professional or the IRS. You may also find the following references/sources helpful:

- [Internal Revenue Service](#)
- [Tax Benefits for Education: Information Center](#)

### Request for Social Security/ITIN Number

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 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 that the university 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. Please note we must have a copy of your SSN/ITIN in order to process this form.

The IRS Form W-9S should be used to supply your SSN or ITIN. This form may be downloaded from the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9s.pdf>.

**Submission Methods** (*Submission Deadline: Last day before VSU closes for Winter Break*)

1) **DocuSign** your completed [Form W-9S via VSU's DocuSign portal](#) **\*\*DO NOT EMAIL COMPLETED FORM\*\***

**OR**

2) **Hand-deliver** your completed [Form W-9S](#) to the VSU Bursary (located in the University Center, Entrances 6 or 7)

**OR**

3) **Mail** your completed [Form W-9S](#) to the following address:

**VSU Bursary  
ATTN: Bursar  
1500 N. Patterson St.  
Valdosta, GA 31698**

***\*\*Please **do NOT** email your ITIN information, as ITINs are highly sensitive personal identification numbers.\*\****