



Lansing Community College
Registrar's Office
Star Zone Gannon Building 2nd Floor
411 North Grand Avenue
Lansing, MI 48933
Phone: (517) 483-1200 (option 2)
Fax: (517) 483-1170

**Student's Request to Opt out
of Providing a Social Security
Number or Individual
Taxpayer Identification
Number**

Step 1:	
Name	Student ID or User ID
Current Address	
City, State, Zip	

Step 2:	
<p>I do not wish to provide my Social Security Number or Individual Taxpayer Identification Number at this time. I have read this document and am aware of the following:</p> <p>Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051, Lansing Community College is required to provide Social Security Numbers to the IRS. The IRS can levy penalties on the student for refusing to provide his/her SSN and subsequently claiming qualifying expenditures for the Hope Scholarship Tax Credit and/or the Lifetime Learning Tax Credit.</p> <p>Signature: _____ Date: _____</p>	

Please see instructions on next page

Submit this form to the College, DO NOT send to the IRS

Purpose of this form:

Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 Lansing Community College is required to solicit and **students are required to provide Social Security Numbers**. Failure to comply with this requirement may result in civil penalties, assessed by the IRS. The purpose of providing Social Security Numbers is for the issuance of Form 1098-T, Tuition Payments Statement. The College reports the amount you paid for qualifying tuition and fees to both you and the IRS on Form 1098-T. The 1098-T contains information related to claiming tuition and fee deduction, the Hope Scholarship credit and/or the Lifetime Learning Credit on your taxes. The College also uses Social Security Numbers to verify enrollment, degree(s) and transcripts, administer financial aid, collect student debt, and conduct research. The College will only utilize your Social Security Number in a manner that does not permit personal identification of you. The Social Security Number is confidential and, pursuant to state law (RCW 28B.10.042) and the Federal Family Educational Rights and Privacy Act (FERPA), will not be released and only used as stated above.

Step 1:

Student must complete this section in full

Enter the name, student number or user ID, and mailing address of the student.

Step 2:

Please read, sign, and date this section **ONLY** if you are not willing to provide your Social Security Number. By signing you acknowledge that you are aware of the following: Pursuant to the Internal Revenue Service (IRS) Internal Revenue Code (IRC) 6050S and 6051 the College is required to solicit Social Security Numbers from students. The IRS can levy penalties on the student for refusing to provide his/her SSN and subsequently claiming qualifying expenditures for the Hope Scholarship Tax Credit and/or the Lifetime Learning Tax Credit.

If you do wish to provide your Social Security Number, please complete the W-9S form found on the LCC Student Finance website <http://www.lcc.edu/studentfinance/tax-info/>

Submit this form in person at the Star Zone or mail to:

**Lansing Community College
Registrar's Office
Star Zone Gannon Building 2nd Floor
411 North Grand Avenue
Lansing, MI 48933**

Section 6109 of the Internal Revenue Code requires you to provide 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, states, and the District of Columbia to carry out their tax laws. The IRS may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.