

Hope Tax Credit and Other Taxpayer Relief Act of 1997 Reporting Requirements

(Note - Information on the Hope Tax Credit and Lifetime Learning Income Tax Credits is available from the NOVA Web site: www.nvcc.edu/future-students/paying-for-college/financial-assistance/education-tax-credit/index.html).

Postsecondary educational institutions are required to file information returns with the Internal Revenue Service (IRS) and with the individual student. These reports will help you, or the person who may claim you as a tax dependent, to determine eligibility for income tax credits for your educational expenses. In general, postsecondary schools will have to complete a Form 1098-T, Tuition Payments, for each student who has paid tuition or related expenses for any course(s) during the previous calendar year. The report will be mailed to your home address once each year.

The IRS requires that each form 1098-T include the Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) of the student attending the institution. *In order to comply with IRS reporting requirements and provide you with a 1098-T form for these potential tax savings, please provide your valid Social Security Number or Individual Taxpayer Identification Number in the space below.*

If you do not have a SSN, you may obtain one by completing form SS-5, *Application for Social Security Card* that is available from your local Social Security Administration. To apply for an ITIN (for individuals not eligible for a SSN), request IRS Form W-7, *Application for IRS Individual Taxpayer Identification Number*, by calling the IRS: 1-800-829-3676.

Please print:

Student Name: _____ SSN: _____ Student ID: _____
Last First

Address (if new): _____
Street Address, Apartment Number, or P.O. Box Number

_____ City State Zip Code

- I am providing my Social Security Number for tax reporting purposes only. It is not to be used as my student identification number.
- I do not wish to provide my Social Security Number for student ID or TRA tax reporting.

OR

- I do not have a Social Security Number and do not wish to provide an Individual Taxpayer Identification Number for tax reporting purposes.

_____ Date

Student's Signature

Please return this form to your home campus Student Services Center. Your Social Security number/Individual Taxpayer ID Number must be on file for the College to provide you with the 1098-T Tax Credit Form.