

Social Security Number Request Frequently Asked Questions

Per Internal Revenue Service (IRS) guidelines, Millersville University requests students provide their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for reporting purposes.

Why is my SSN/ITIN being requested?

Per Internal Revenue Service guidelines, Millersville University is required to collect Social Security Numbers (SSN) and Individual Taxpayer Identification Numbers (ITIN) for accurate tax reporting on 1098-T forms. Having an accurate SSN/ITIN on tax forms supports the tax deduction that a student or family may claim for qualified educational expenses on federal income tax returns. Failure to provide Millersville University with an SSN/ITIN may result in the student being fined in accordance with Internal Revenue Code Section 6723.

How do I report my SSN/ITIN?

Students who do not have an SSN/ITIN on file will receive a pop-up prompt to provide the information via MAX. If you decline this prompt, you will not be prompted again.

Can I provide or update my SSN/ITIN information using another method?

To make the verification process simple for students, Millersville University is requesting that students use the MAX online pop-up tool to verify their SSN/ITIN information.

If you are unable to complete the verification online, please present a completed [W9S](#) form to the Registrar's Office, Lyle Hall, 1st Floor.

Please note: SSN information MUST NOT be emailed.

What happens if I decline to provide my SSN/ITIN?

Failure to provide Millersville University with an SSN/ITIN may result in the student being fined in accordance with Internal Revenue Code Section 6723.

Students who select this option and later decide they would like to verify their SSN/ITIN can do so in person at the Registrar's Office.

I do not have an assigned SSN/ITIN, what do I do?

Students who do not have an assigned SSN/ITIN can select this option via the pop-up tool in MAX.

Is the MAX website secure? I do not feel comfortable verifying my SSN/ITIN information online.

Yes, your connection is encrypted with 128-bit encryption and all MAX communication is encrypted using SSL technology. All popular browsers will verify the communication is encrypted by showing a lock icon within the browser, typically located in the address bar.

Does Millersville University fine students for not providing an SSN/ITIN?

No, however the IRS may fine students who have not provided Millersville University with an SSN/ITIN, in accordance with Internal Revenue Code Section 6723.

Who will my SSN/ITIN be shared with?

As required by Internal Revenue Code Section 6723, your SSN/ITIN will be shared with the IRS for 1098-T reporting purposes.

Are my FERPA rights being protected?

Millersville University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) and therefore does not release educational records or personal identifying information unless authorized or required for state and federal reporting.

Who do I contact with questions regarding Millersville University's requests for my SSN/ITIN?

Please contact the Office of Student Accounts at osa@millersville.edu or (717) 871-5101.