

## **Social Security Number Request Frequently Asked Questions**

Per Internal Revenue Service (IRS) guidelines, Millersville University is requesting 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?**

When students log in to myVILLE, they will see a pop up message requesting them to provide their SSN/ITIN. Simply provide the information requested on this secure site to update your SSN/ITIN information.

### **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 myVILLE 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 Office of Student Accounts in Room 103 Dilworth Hall.

Please note: SSN information MUST NOT be emailed.

### **How do I decline to provide my SSN/ITIN and what happens if I do not provide my SSN/ITIN?**

Students can decline to provide their SSN/ITIN through myVILLE. 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 that they would like to verify their SSN/ITIN information can do so in person at the Office of Student Accounts.

### **I am not required to have an SSN/ITIN. What do I need to do?**

Students who are not required to have an SSN/ITIN can select this option through myVILLE.

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

Yes, your connection to onestop.ecu.edu 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?**

Millersville University does not fine students if they do not provide an SSN/ITIN; 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.

**Are my FERPA rights being protected?**

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

**Who do I contact with questions regarding Millersville University’s request for SSNs/ITINs?**

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