

# Questions & Answers

## to some common concerns about this process

Q: Why am I getting this e-mail?

A: You are getting this e-mail because you were registered as a student at Cypress College or Fullerton College in 2013.

We have been notified that by the IRS that we must request that students provide their legal names and social security numbers for purposes of submitting 1098-T information.

Q: I haven't requested a 1098-T form for 2013, so why would I be fined by the IRS for this information?

A: The college is required to submit 1098-T information to the IRS based on certain criteria even if you didn't request the form. You are subject to the penalty by the IRS if the reason you fail to provide correct information is determined to be willful neglect by the IRS.

Q: I don't have a Social Security Number, so how can I provide one to the college?

A: You can furnish a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). Please see the instructions on the included W-9S form on how to apply for an SSN or ITIN.

Q: I am a Non-Resident Alien, am I still required to get a Social Security Number?

A: You may be exempt from this requirement. Please contact the Admissions and Records Office at the college.

As a Non-Resident Alien, you will not automatically get a 1098-T. If you do anticipate needing a 1098-T, then you will have to furnish either a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN).

Q: How will I be notified regarding the \$50.00 "fine"?

A: The "fine" is determined by the IRS. We do not have further information regarding the "fine".

Q: Would a "hold" or "fine" be listed on myGateway or would I get a letter?

A: No. A hold will NOT be placed on your record. The "fine" and/or notification letter would be submitted from IRS, NOT our college.

Q: Would a "hold" be placed on my account that will this prevent me from registering for classes?

A: No. A hold will NOT be placed on your record that would prevent you from registering for classes.

Q: Why is my information incorrect in the system in the first place? Was my Social Security Number and/or name typed incorrectly by the college?

A: The information in our database was obtained directly from the submitted student admissions application.

Q: Do you only need my Social Security Number or do you need a copy of my Social Security card?

A: You will need to present the original Social Security card to the Admissions and Records Office.

Q: Is there a deadline to respond to this request?

A: No, there is no deadline, but it is recommended that you clear this up as soon as possible. In order for the information to be correct on your 2013 1098-T, turn in the completed form by 2/28/14.

Q: How long do I have to respond to this letter before I get penalized?

A: The "fine" is submitted by the IRS. The college does not have further information regarding the process the IRS will follow.

Q: Can someone other than me drop off the form?

A: No. The student must submit the form and also present the original Social Security card to the Admissions and Records Office.

Q: Will I be notified once the correction is made?

A: You can contact the Admissions and Records Office for verification that the change has been processed.

Q: Will you accept a fax or an email if I'm out of town or no longer live in the area?

A: Please contact the Admissions and Records Office for further instructions.

Q: Would my information be turned in to the Financial Aid Office?

A: Because the Admissions and Records Office and the Financial Aid Office databases are shared, both departments will have access to your information.

Q: How long will it take for the information to be corrected in the system?

A: It will generally take three to five business days to make the necessary corrections.