

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 2020 and may be receiving 1098T or have an outstanding balance on your account.

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 2020, 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: **Cypress College** – You must complete a Personal Information Change form and email it to admissions@cypresscollege.edu with a copy of your social security card and a picture of your Student ID card or a valid government-issued ID. The Personal Information Change form is available by clicking [here](#).

Fullerton College - You must submit a scan of your original signed Social Security card and picture ID along with the "Student Information Change Form"
https://fullcoll.formstack.com/workflows/fc_student_information_change_form.

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 2020 1098-T, turn in the completed form by **February 27th, 2021**.

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: Will I be notified once the correction is made?



A: **Cypress College Admissions and Records** -- after you have submitted the required form and documentation, you will receive a confirmation email once the changes to your record have been completed.

Fullerton College Admissions and Records – after you have submitted the required form and documentation, you will receive a confirmation email once the changes to your record have been completed.

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 **seven** business days to make the necessary corrections.