



# Request for Social Security Number or Taxpayer Identification Number

## Student Information *(Please print in ink)*

CCBC ID Number \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_  
(As it appears on your Social Security card or other federal ID)

Address \_\_\_\_\_  
Street City State Zip Code

## Please check one of the following statements:

\_\_\_\_\_ I certify that my correct Social Security or Taxpayer Identification Number is:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

(If the initially reported SSN is incorrect, your original SSN card is needed for verification before your information can be updated.)

\_\_\_\_\_ I certify that I do not have a Social Security Number or Taxpayer Identification Number.

\_\_\_\_\_ I certify that I have not given my Social Security Number to the Community College of Baltimore County and do not wish to do so now.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Submit this form:

- In-person: Enrollment Services Center
- By mail: Registrar's Office  
Community College of Baltimore County  
Student Services Center  
7201 Rossville Boulevard  
Rosedale, Maryland 21237
- By email: [ccbcregistrarsoffice@ccbcmd.edu](mailto:ccbcregistrarsoffice@ccbcmd.edu)  
Print, scan and attach this form with "SSN Verification Form" in the Subject line.

CCBC recognizes that a student's SSN is confidential and will protect the number from unauthorized disclosure and/or use. The SSN is used for complying with various state and federal reporting requirements. *If you fail to provide your correct SSN or TIN, you may be charged a \$50.00 penalty by the IRS.*

Federal law requires CCBC to report to the Internal Revenue Service (IRS) the name, address and SSN of persons from whom tuition and related expenses are received. The IRS relies on such information to certify education related tax credits. You will not receive the 1098-T form for federal tuition tax credits because the federal government requires an SSN. Refusal to provide SSN may mean that you will not be awarded any federal financial aid which includes loans, grants or scholarships.