

Request for Social Security Number or Taxpayer Identification Number

Please complete the sections below to submit your social security number (SSN)/ taxpayer identification number (TIN), inability to provide the information due to not possessing a SSN/TIN, or declaration of refusal to provide the information.

Student Information

CCBC ID Number _____ Full Name _____

Please use your full name as it appears on your social security card or other federal ID.

Please check one of the following statements:

- I certify that my correct Social Security or Taxpayer Identification Number is provided below.
- 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.

_____-_____-_____
SSN/TIN

A copy of your signed SSN card is needed for verification before your information can be updated.

Student's Signature _____

Date _____

Electronic signature: By typing your name on the signature line, you are signing this request electronically. You agree that your electronic signature is the legal equivalent of your manual/handwritten signature and is as valid as signing the document in writing. You are also confirming that you are the person authorized to make this request.

Submit this form:

In person to the Enrollment Services Center

(Student will be asked to present a valid photo ID and their SSN card/TIN when submitting the form in person.)

By mail to Registrar's Office, CCBC, 7201 Rossville Blvd, Rosedale, MD 21237

(Include clear copy of a valid, official photo ID and of SSN card/TIN, when submitting through mail.)

Please note: CCBC does not accept SSN/TIN email submissions.

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.