

Social Security Number Request

Frequently Asked Questions

Per state, federal, and Internal Revenue Service (IRS) guidelines, beginning in 2013, East Carolina University (ECU) will request that all students provide their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for reporting purposes.

Why is my SSN/ITIN being requested?

Per state, federal, and Internal Revenue Service guidelines, East Carolina University is required to verify Social Security Numbers (SSN) and Individual Taxpayer Identification Numbers (ITIN) annually 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 both federal and state income tax returns. Failure to provide ECU with an SSN/ITIN may result in the student being fined \$50 in accordance with Internal Revenue Code Section 6723

(<http://www.gpo.gov/fdsys/pkg/USCODE2009-title26/pdf/USCODE-2009-title26-subtitleF-chap68-subchapB-partII-sec6723.pdf>).

For additional information regarding how you may obtain your 1098-T information from ECU each year visit http://www.ecu.edu/cs-admin/financial_serv/cashier/Electronic_1098-T.cfm.

How do I verify my SSN/ITIN?

When students login to Pirate Port, they will see a popup message requesting them to verify their SSN/ITIN. Once a student has typed in their SSN/ITIN, they will receive a confirmation that the SSN/ITIN matches ECU's records. If the student's SSN/ITIN does not match ECU's records, the student will be alerted and an email will be sent to the student's ECU email address.

Can I verify or update my SSN/ITIN information using another method?

To make the verification process simple for students, ECU is requesting that all students use the Pirate Port online pop up tool to verify their SSN/ITIN information.

If you are unable to complete the verification online, you may:

- a) Complete the IRS W-9S form <https://www.irs.gov/pub/irs-pdf/fw9s.pdf>, and send the completed document via U.S. Mail to:
Registrar's Office
East Carolina University
207 East 5th Street
Mail Stop 518
Greenville, NC 27858-4353
- b) Or fax the completed W-9S form to the Registrar's Office at (252) 328-4232.

- c) Or in person by going to ECU's Registrar's Office and, presenting the completed W-9S document, with your social security card, (or ITIN card, or ITIN authorization letter), and a photo identification

Please note: SSN information MUST NOT be emailed.

What do I do if my SSN/ITIN does not match ECU's records?

Please bring a completed IRS W-9S form (<http://www.irs.gov/pub/irs-pdf/fw9s.pdf>), and your SSN card, ITIN card or ITIN authorization letter, and your photo identification to the Registrar's Office at 207 East Fifth Street so your SSN can be updated in our records. If you are unable to visit the Registrar's Office in person, you may also fax the completed W9S form to the Registrar's Office at (252) 328-4232.

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 Pirate Port and will be required to electronically submit an acknowledgement statement.

Failure to provide ECU with an SSN/ITIN may result in the student being fined \$50 in accordance with Internal Revenue Code Section 6723 (<http://www.gpo.gov/fdsys/pkg/USCODE-2009title26/pdf/USCODE-2009-title26-subtitleF-chap68-subchapB-partII-sec6723.pdf>).

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 Registrar's Office. Please refer to the verification instructions listed under *"Can I verify or update my SSN/ITIN information using another method?"*

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 Pirate Port and will be required to submit an acknowledgement statement.

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

Yes, your connection to pirateport.ecu.edu is encrypted with 128-bit encryption and all Pirate Port 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.

The pop up message is not showing when I log into Pirate Port. What should I do?

If you are unable to verify using the Pirate Port popup, or if the popup does not appear, please refer to the verification instructions listed under *"Can I verify or update my SSN/ITIN information using another method?"*

Does ECU fine students for not providing an SSN/ITIN?

ECU does not fine students if they do not provide an SSN/ITIN; however, the IRS may fine students \$50 who have not provided ECU with an SSN/ITIN, in accordance with Internal Revenue Code Section 6723 (<http://www.gpo.gov/fdsys/pkg/USCODE-2009-title26/pdf/USCODE-2009-title26-subtitleF-chap68subchapB-partII-sec6723.pdf>).

How often will I be asked to verify my SSN/ITIN?

ECU will request that students verify their SSN/ITIN annually.

Who will my SSN/ITIN be shared with?

As required by Internal Revenue Code Section 6723 (<http://www.gpo.gov/fdsys/pkg/USCODE-2009title26/pdf/USCODE-2009-title26-subtitleF-chap68-subchapB-partII-sec6723.pdf>), your SSN/ITIN will be shared with the IRS for 1098-T reporting.

Are my FERPA rights being protected?

East Carolina University fully complies with the Family Educational Rights and Privacy Act (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.

I received an email from appworx@toronto.intra.ecu.edu. Is this is a legitimate email address?

Some of the emails we send are processed systematically on behalf of the Cashier’s Office, so you may receive emails from this address. You may also receive emails from cashier@ecu.edu or directly from Cashier’s Office staff regarding the request for SSN/ITIN information.

Although the Cashier’s Office may communicate with students and parents regarding this process by email, we will not request for you to send or update your SSN/ITIN information by email.

Who do I contact with questions regarding ECU’s request for SSNs/ITINs?

Please contact the ECU Cashier’s Office at cashier@ecu.edu or (252) 737-6886. You may also visit our office at G120 Old Cafeteria Complex.