



# Update Date of Birth, Social Security Number, Individual Taxpayer Identification Number or Citizenship

Purpose: Used to update a missing or incorrect birth date, Social Security Number, Individual Taxpayer Identification Number or citizenship data on record with the University.

## Student Instructions

- Complete Sections 1-4 of this form as appropriate, using a computer.  
**Note: complete only the sections of this form that relate to the information you wish to update.**
- Print the form using the 'Print Form' button below.
  - a **handwritten form will not be accepted.**
  - an incomplete form will not be processed and will be returned to you for completion.
- Sign the form in Section 5; a digital signature is **not** acceptable.
- Provide supporting documentation as indicated below.
- Submit the completed form and supporting documentation via one of the methods listed at the bottom of this form.

## Section 1: Student Information

Name  
Last name, First name, Middle name \_\_\_\_\_

Former Name(s) \_\_\_\_\_

MUID \_\_\_\_\_

Email  
current student use Marquette email address \_\_\_\_\_

Date of Birth  
YYYY/MM/DD \_\_\_\_\_

Are you currently enrolled?  Yes  No If No: Year of Last Attendance \_\_\_\_\_

## Section 2: Date of Birth Update

Date of Birth: Attach a copy of an official document that includes your correct date of birth and a copy of an official photo I.D.

Note: a government issued document with photo, an MUID card, or DMV License or Driving Receipt are acceptable forms of official photo ID.

- Add my date of birth as listed above.
- Update or correct my date of birth as listed above.

## Section 3: SSN & ITIN Update

### Legal Obligation

An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement to you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education. **You are required to provide the requested information.**

### Failure to furnish correct SSN or ITIN

If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of \$50 by the IRS unless your failure is due to reasonable cause and not to willful neglect.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. The IRS may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

SSN: Attach a copy of your current Social Security card and a copy of an official photo I.D.

Note: a government issued document with photo, an MUID card, or DMV License or Driving Receipt are acceptable forms of official photo ID.

- Add my Social Security Number. My SSN is \_\_\_\_\_
- Update or correct my Social Security Number. My SSN is \_\_\_\_\_

ITIN: Attach a copy of an official document that includes the ITIN number and a copy of an official photo I.D.

Note: a government issued document with photo, an MUID card, or DMV License or Driving Receipt are acceptable forms of official photo ID.

- Add my Individual Taxpayer Identification Number. My ITIN is \_\_\_\_\_
- Update or correct my Individual Taxpayer Identification Number. My correct ITIN is \_\_\_\_\_

## Section 4: Citizenship/Naturalization Update

Citizenship: Attach a copy of an official document that includes your naturalization data and a copy of an official photo I.D.

Note: a government issued document with photo, an MUID card, or DMV License or Driving Receipt are acceptable forms of official photo ID.

- Add my citizenship information.  Update or correct my citizenship information.

## Section 5: Statement/Signature

I verify that the attached documents are true and a correct copy of the original and have not been altered in any way. If I am adding/changing my SSN or ITIN, I also verify that I have read and understand my legal obligation to supply my correct SSN/ITIN, as indicated in Section 3 above. Consequently, I hereby request that the changes above be made to my record.

Signature \_\_\_\_\_ Date \_\_\_\_\_