

# Appalachian State University

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**From:** Appalachian State University Controller's Office

**Re:** Disclosure Statement; Request for Social Security Number

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1. The Controller's Office at Appalachian State University ("ASU") requests that you provide your Social Security Number ("SSN") on the IRS Form W-9.
2. If you provide your SSN, the University will use it **only** for the following purpose;
  - a. Reporting of income or other payments for federal and state tax reporting purposes, and for purposes directly related or reasonably necessary to the accomplishment of those reporting requirements.
    - i. Authority: 26 U.S.C. § 6011; 26 U.S.C. § 6051; 26 U.S.C. § 6109; 20 C.F.R. § 422.114; IRS Forms W-2 and 1099.
3. Is provision of your SSN mandatory or voluntary?
  - a. Provision of your SSN is mandatory with respect to the IRS reporting requirements (2.a)

Controller's Office  
Appalachian State University  
Boone, NC 28608

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CONTROLLER'S OFFICE