From: Appalachian State University Controller’s Office
Re: Disclosure Statement; Request for Social Security Number

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.


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

Revised 1-17-17