



<i>Office Use Only</i>	
Employee Name:	_____
Received Date:	_____

Personal Identifiable Information Form

Please use this form to add or update Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), and/or Washington Application for State Financial Aid (WASFA) information on file.

Submit the completed form to the Enrollment Services Office in Building 7 (North entrance) or email to EnrollmentServices@tacomacc.edu.

Student ID:	Last Name:	First Name:
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Note: Valid Legal ID and supporting documentation are required to add or update records.
Accepted supporting documentation for SSN: Social Security Card or tax document with SSN listed.
Accepted supporting documentation for ITIN: Document from IRS issuing ITIN, any tax documents including ITIN, or W-2s including ITIN (other personal or financial details may be redacted, but ITIN must be visible).
Accepted supporting documentation for WASFA: Copy of Washington Application for State Financial Aid (WASFA).

Please check any sections that apply and complete the required details:

	Social Security Number (SSN):	____ - ____ - _____
	Individual Taxpayer Identification Number (ITIN):	____ - ____ - _____
	WA Application for State Financial Aid (WAFSA) ID:	____ - _____

Student's Signature: _____ Date: _____

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<p>If unable to make a copy of the SSN, please confirm the SSN presented on the card ____ - ____ - _____. I have verified that the name and social security number listed above matches the Social Security card presented and picture ID.</p>	
<p>If unable to make a copy of the ITIN documentation, please confirm the ITIN presented on the form(s): ____ - ____ - _____. I have verified that the name and ITIN listed above matches the documentation presented and picture ID.</p>	
<p>If unable to make a copy of the WASFA documentation, please confirm the WASFA ID number presented on the form(s): _____. I have verified that the name and WASFA ID listed above matches the documentation presented and picture ID.</p>	
Employee Name:	Date Received: