



**UC international**  
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Room 3134, Edwards One  
Phone (513) 556-4278  
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Date:

**TO:** Bank Manager

**FROM:** Ronald B. Cushing  
Director, UC international services

**Re:** Opening Bank Account for \_\_\_\_\_

I am writing in my capacity as the Director of the UC International Services at the University of Cincinnati to request your assistance in facilitating the opening of a bank account for the above named student.

It is my understanding that Department of Treasury regulations found at 31 CFR § 103.21 require each bank to establish a Customer Identification Program aimed at establishing the identity of each customer who opens an account. Before opening an account, banks are required to obtain the name, date of birth, address, and identification number for each customer. The regulations recognize that non-U.S. persons may not have a taxpayer identification number and allow alternatives in the form of the number of the foreign passport or the number associated with another government-issued form of identification. I urge you to accept \_\_\_\_\_'s passport number in lieu of a U.S. taxpayer identification number.

\_\_\_\_\_ is a full-time student in the Department of \_\_\_\_\_ here at University of Cincinnati as evidenced by his/her Form I-20 and I-94. According to University records, he/she resides at \_\_\_\_\_. He/she is not eligible for a Social Security Number and cannot apply for an Individual Taxpayer Identification Number (ITIN) through the Internal Revenue Service unless he/she can either establish that he/she is the beneficial owner of a bank account for which interest earnings must be reported or until he/she files a tax return next year.

Until he/she is able to provide a taxpayer identification number to assist with your reporting requirements, I ask that you accept a completed Form W-8 BEN.

Thank you in advance for any assistance you could provide. Should you have any questions regarding this letter or need additional information regarding \_\_\_\_\_'s status at UC, I can be reached at 513-556-2879.