International Student with NO Tax ID

The purpose of job aid is to illustrate and provide guidance on how to complete and submit a W-9S Form via the Howdy student Portal when, an international student, does not have a Tax ID.

To comply with Federal requirements for Form 1098-T, TAMU must report your correct identifying number, Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

Even if you cannot supply a Tax ID, you must complete the Howdy Tax ID request. For your security and convenience in supplying this information, please use the HOWDY portal.

If you do not wish to provide your SSN or ITIN, you will have an option to indicate this on the online form, but please be aware that you may be subject to an IRS imposed penalty for declining to provide it.

To complete this process, please login to your student portal via HOWDY [https://howdy.tamu.edu](https://howdy.tamu.edu)

1. In HOWDY
   - A Howdy Notification may appear. Click the hyperlink “Click Here to Begin Process or For More Information” to get to the W-9S Form Tax ID maintenance page.

   ![Howdy Notification](image1)

   **OR**

   - If a Notification does not appear, use the search bar to find the W-9S Form Tax ID maintenance page.
     - In the search engine use keywords “1098”, “Tax” or “W-9” to locate the maintenance page.

   ![Search Bar](image2)
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2. On the **W-9S Form Tax ID Maintenance** resulting page, read the information, scroll down and then click the button **“Start Process”** at the bottom to be taken to the interactive form for you to complete and submit.

3. The first question is “Do you have an SSN or ITIN”? Click **No**, then Click **Next**
4. The next question is “Are you an International Student” Click YES or NO If you click No, you will be directed to a page where you can either enter or decline to provide your Tax ID. Click YES, then Click Next to Proceed

5. On this screen you will need to select one of the following two options illustrated. “I am a foreign national nonresident alien and do not have an SSN or ITIN or intend to file a U.S. income tax using either of these numbers.” Or Option (2) “I do not wish to provide my individual TAX ID to TAMU at this time. I understand that I may be subject to an IRS fine of $50 for failure to do so.” Click Submit to Continue
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6. You will receive a confirmation as illustrated below that your submission has been successfully updated.

![Confirmation Image]