

Student with Tax ID

The purpose of this job aid is to illustrate and provide required students guidance on how to complete and submit their W-9S Form via the Howdy student Portal.

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).

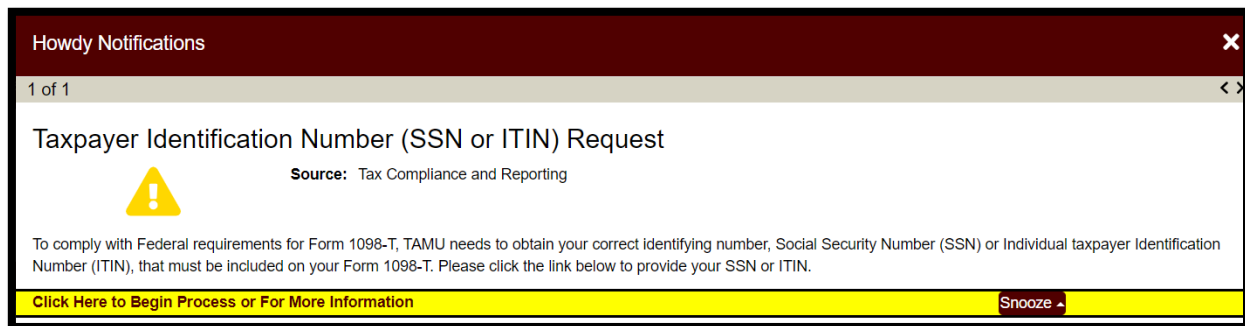
For your security and convenience in supplying this information, please use the HOWDY portal.

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 you may be subject to an IRS imposed penalty for declining to provide it. This job aid provides instructions for reporting a SSN or ITIN.

To complete the request please login to your student portal via HOWDY <https://howdy.tamu.edu>

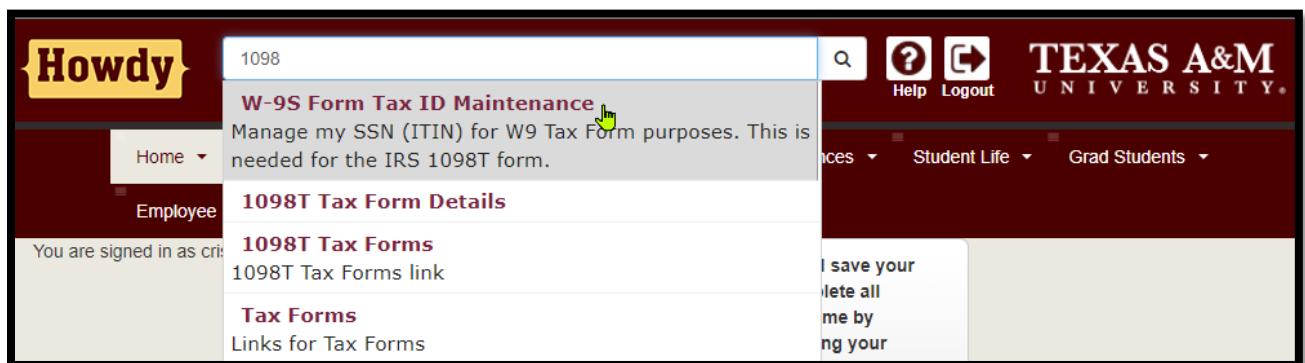
1. In HOWDY

- 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.



OR


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



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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.

W-9S Form Tax ID Maintenance Options ▾



TEXAS A&M
UNIVERSITY

DIVISION OF FINANCE AND OPERATIONS
Financial Management Operations
Tax Compliance & Reporting

Request for Students Taxpayer Identification Number Substitute W-9S Form

Contact

| | |
|----------------|--|
| Institution | Texas A&M University |
| Admin Function | Tax Compliance & Reporting |
| Due Date | 12/31/2022 |
| Contact | Tax Compliance & Reporting form1098t@tamu.edu |


Substitute W-9S Form

To comply with Federal requirements, please click the "Start Process" button to complete this Action Item requirement as soon as possible or by **December 31, 2022**. Texas A&M University must obtain your correct identifying number to file Form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. This will be your Social Security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). Form 1098-T contains information about qualified tuition and related expenses to help determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce Federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Higher Education.

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.

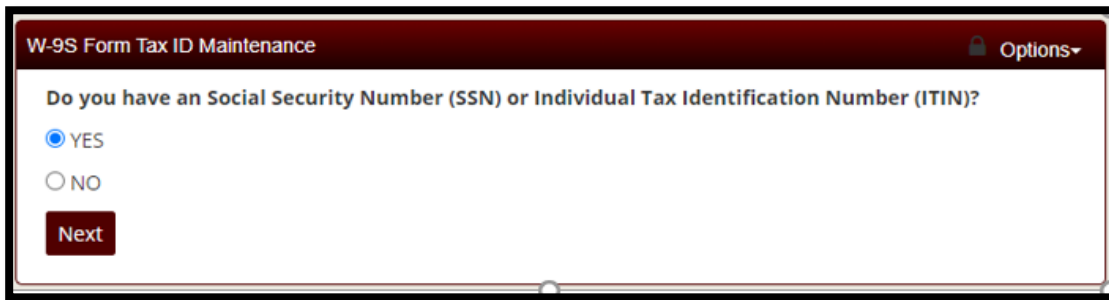
International Students: If you are an international student without an SSN or ITIN, please complete this task and indicate your status as a foreign national/nonresident alien and do not have a SSN/ITIN or intend to file a U.S. income tax return using either of these numbers.

Privacy Act Notice: Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities and states to carry out their tax laws.

Start Process 

Student with Tax ID

3. The first question is “Do you have an SSN or ITIN “? Click **Yes**, then click **Next**.



W-9S Form Tax ID Maintenance Options

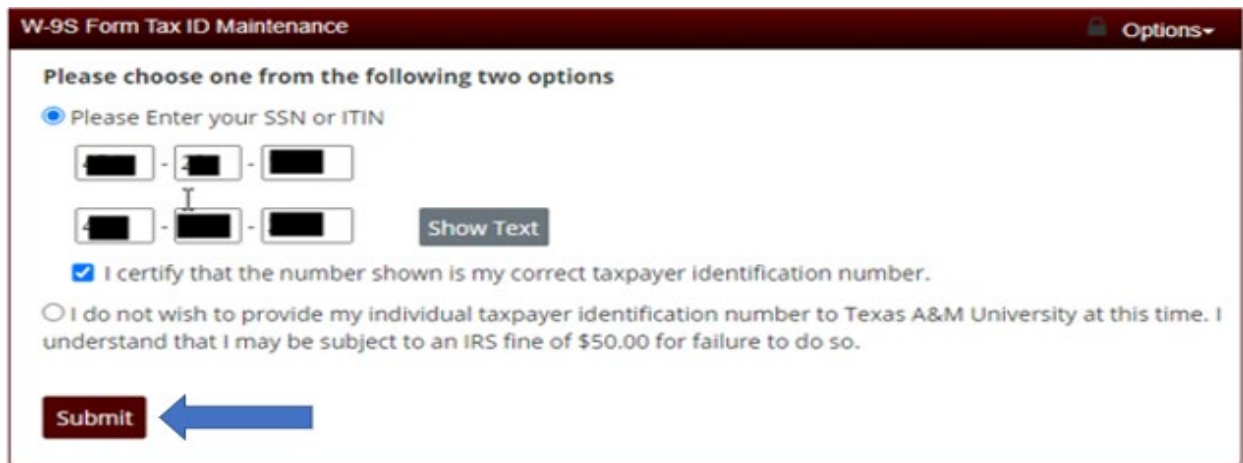
Do you have an Social Security Number (SSN) or Individual Tax Identification Number (ITIN)?

YES

NO

Next

4. Now enter your SSN or ITIN twice.
You can click the “Show Text” button to see what they’ve typed. For security, it displays temporarily. Click the acknowledgment box to certify that the number shown is the correct Tax ID.



W-9S Form Tax ID Maintenance Options

Please choose one from the following two options

Please Enter your SSN or ITIN

- -

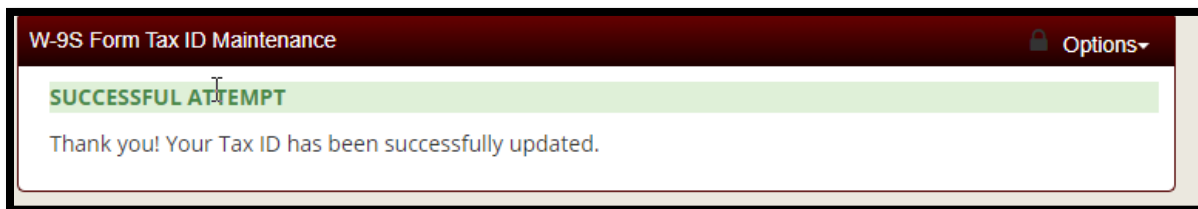
- - Show Text

I certify that the number shown is my correct taxpayer identification number.

I do not wish to provide my individual taxpayer identification number to Texas A&M University at this time. I understand that I may be subject to an IRS fine of \$50.00 for failure to do so.

Submit

5. Click the button “Submit”
6. You will receive a confirmation as illustrated below that their Tax ID has been successfully updated in the student system.



W-9S Form Tax ID Maintenance Options

SUCCESSFUL ATTEMPT

Thank you! Your Tax ID has been successfully updated.

7. You can return to other Howdy pages or close your browser.