

REQUEST SMU TO PROVIDE A 2023 1098T FOR A NRA STUDENT

You must provide the following information in order for SMU to provide you with a 1098T form processed through our service provider ECSI.

SMU ID Number \_\_\_\_\_

SMU Student Name \_\_\_\_\_

Phone Number we may call you at: \_\_\_\_\_

SMU Email Address: \_\_\_\_\_

In January of every year, Southern Methodist University prepares 1098-T tax statements for students except for non-resident USA citizenship status unless you complete this form requesting one. If you complete this request form, please remember to complete this each year, between February 1<sup>st</sup> and March 1<sup>st</sup> for the prior tax year form, to receive the 1098-T. The Internal Revenue Service requires you to provide your Social Security Number (SSN) for reporting purposes. If you do not provide the correct information, you could be subject to an IRS penalty. If you do not have an SSN, you can provide your Individual Taxpayer Identification Number (ITIN) issued to you by the Internal Revenue Service.

If you have an SSN, you must enter your SSN in the Taxpayer identification number field on the W-9S form. If you do not have an SSN but have received an ITIN, you must enter the ITIN in the Taxpayer identification number field on the W-9S form. To apply for an ITIN because you are not eligible to get an SSN, please use Form W-7, Application for IRS Individual Taxpayer Identification Number, that you may obtain from the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

**The name that you enter below should be as it appears on your social security card, ITIN card or passport and must match the name we have in my.SMU.** The taxpayer identification number must be **your SSN or ITIN** as stated above.

Southern Methodist University/Enrollment Services

Form <b>W-9S</b> (Rev. December 2017)  Department of the Treasury Internal Revenue Service	<b>Request for Student's or Borrower's Taxpayer Identification Number and Certification</b>  ► Go to <a href="http://www.irs.gov/FormW9S">www.irs.gov/FormW9S</a> for the latest information.	Give form to the requester. Do not send to the IRS.
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<b>Part I Student or Borrower Identification (All must complete.)</b>		
<b>Print or type</b>	Name of student or borrower (see instructions)	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

**(Do not email or fax the form.) Must return original completed and signed form in person or by mail.** In person to the SMU Office of the University Bursar – Student Account Services window on the 1<sup>st</sup> floor of the Blanton Building. Mail to *SMU Office of the University Bursar, Attention Bursar Compliance, PO Box 750181, Dallas, TX 75275-0181.*

I certify that the number and name shown on the W-9S form above is my correct taxpayer identification number and name (first name, middle name and last name) used by the Social Security Administration or Internal Revenue Service. I understand that I will receive an email notification to my SMU email address from ECSI when my 1098T form is available on the ECSI website for me to view and print.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_