Add SSN/ITIN through the Hofstra Portal Action Item

Students will be notified via email from the Office of the Bursar/Student Accounts or from Student Financial Services that they are missing required information and they can add it through the portal. Not all students can add or modify this information through the portal.

- Log into the portal at my.hofstra.edu

- Select **Student Services** from the left, then **My To-Dos** in the **General** section in the middle of the page

- Select **View Action Items**

- Read the **Instructions** under the Pending Action Item:

  Please carefully read the letter on the right which contains important information. Scroll down to read the entire letter.
-Select the **Pending** button when you are ready to complete the electronic version of Form W-9S.

**Your Hofstra ID, Name and Address in Part I are automatically populated and cannot be edited from this page. Only the SSN/ITIN field can be updated. Only valid numbers are allowed. Alpha characters and certain numbers such as 123456789 are not allowed to be saved in this field.**

**You have three options when completing the form:**

1. If you have a valid SSN/ITIN that you would like to provide, please add it in the highlighted field and select the first button to certify the information you provided is correct.
   OR
2. If you do not have an SSN/ITIN and are a foreign national or nonresident alien option 2 may apply to you.
   OR
3. If you have an SSN/ITIN but do not want to provide it, option 3 may apply to you. (Please be aware of potential penalties from the IRS.)

-Select **Save** when complete and receive final message: