

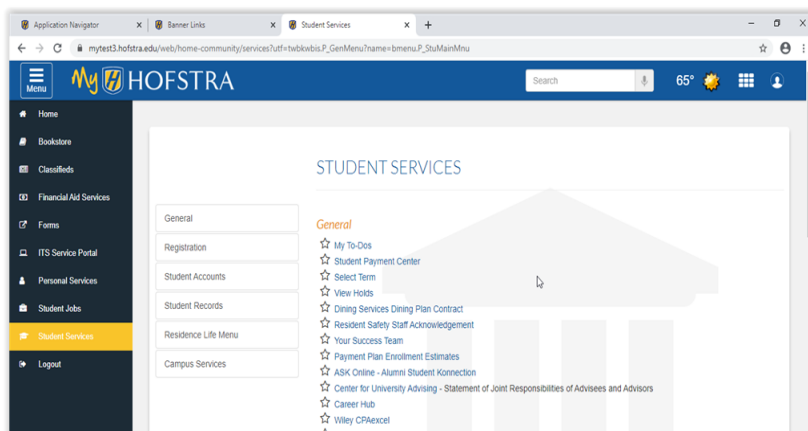


Add SSN/ITIN through the Hofstra Portal Action Item

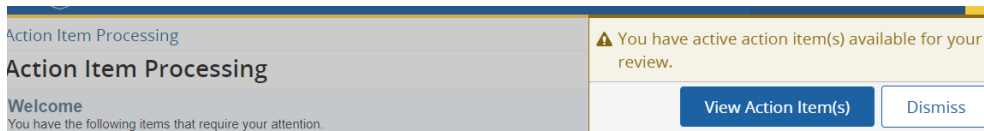
Students will be notified via email from the Office of the Bursar/Student Accounts or from Student Financial Services that they are missing required information and they can add it through the portal. Not all students can add or modify this information through the portal.

- Log into the portal at my.hofstra.edu

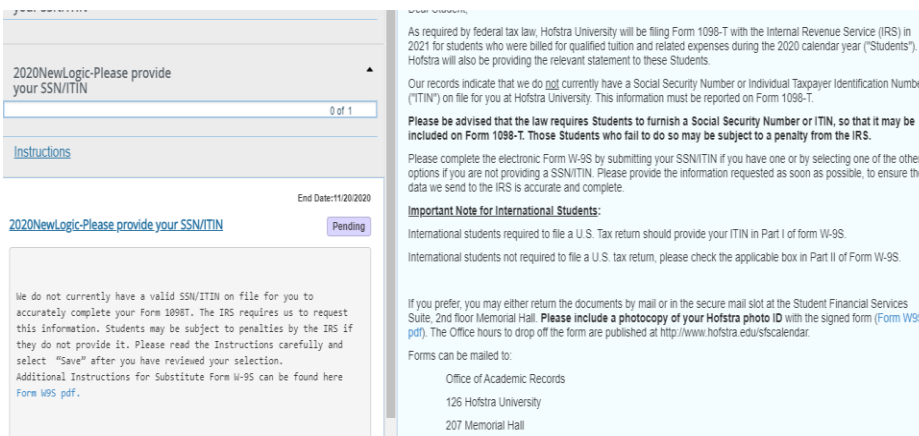
- Select **Student Services** from the left, then **My To-Dos** in the **General** section in the middle of the page



- 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.)

Request for Student's Taxpayer Identification Number
Substitue Form W-9S

PART I

Hofstra ID 700123456

Name Kate Hofstra

Taxpayer Identification Number (SSN or ITIN) [highlighted]

Address 100 Hofstra University Hempstead, NY 11549

PART II

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

I am a foreign national/nonresident alien and do not have an SSN/ITIN. I do not plan to file an income tax return in the U.S.

I have an SSN but do not wish to provide it at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. I further understand that the IRS will not be able to use the Form 1098-T filed by Hofstra University to confirm my eligibility for certain education tax benefits without my taxpayer identification number.

By clicking SAVE I understand all of the following: I agree and it is my intent to sign this document; that I am electronically submitting this document to Hofstra University; and that my signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document and that it is legally binding. I consent to providing an electronic signature and understand and acknowledge that I have the option to review and sign this document in paper form but have chosen to sign electronically.

Save

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

