

## REQUEST SMU TO PROVIDE A 2017 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.

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

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

Phone Number you can be reached 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 the form it must be done again each year 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 number you could be subject to an IRS penalty. You may also receive the IRS penalty if the form is requested late based on IRS regulations. 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

<b>Form W-9S</b> (Rev. March 2008) Department of the Treasury Internal Revenue Service		<b>Request for Student's or Borrower's Taxpayer Identification Number and Certification</b>		Give form to the requester. Do not send to the IRS.
<b>Part I Student or Borrower Identification (All must complete.)</b>				
Print or type	Name of student or borrower (see instructions)			Taxpayer identification number : : :
	Address (number, street, and apt. or suite no.)			
	City, state, and ZIP code			

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

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

*(Do not email or fax the form. Email is not a secure way to transmit personal information. We must receive the original signed copy of the form delivered in person or by mail to our office.)*

*Complete and return in person to the SMU Office of the University Bursar - Student Account Services in the Blanton Building or mail to the address provided below:*

*SMU Office of the University Bursar Attention: Compliance  
PO Box 750181, Dallas, TX 75275-0181*