

Dear Jane B. Student:

Tulane has begun preliminary efforts to produce FORM 1098-T federal tax documents for the year 2019. At this time, it appears that you may have reportable data, but have not provided the University with your Social Security Number.

**As an international student you may not have a Social Security Number or United States Federal Tax ID. If so, you may disregard this notice.**

If you have a Social Security or a Tax ID number, you must provide that information to Tulane at this time. Please print and complete Tulane's substitute FORM W-9S

<http://studentaccounts.tulane.edu/content/forms-documents>.

Fax the completed form to Tulane Accounts Receivable at (504) 862-8758. You may also deliver your completed form in person, or mail to: Tulane University Accounts Receivable, 35 McAlister Drive, New Orleans, LA 70118. We do not recommend emailing the form for security reasons.

Only United States Social Security number or Tax ID should be provided. Your Splash Card ID number or any ID issued by an entity other than the United States should not be entered. If you do not have a Social Security number or Tax ID there is a place to declare this on the W-9S form.

The completed document must be received by December 20, 2019 in order to meet our filing deadline. FORM 1098-T will be available online to all eligible students by January 31, 2020.

More information about 1098-T form can be found at <http://studentaccounts.tulane.edu/content/1098-t-information> or you may contact Accounts Receivable at (504) 865-5368 or at [acctrec@tulane.edu](mailto:acctrec@tulane.edu) with any questions.

Thank you.

Accounts Receivable

[acctrec@tulane.edu](mailto:acctrec@tulane.edu)

(504) 865-5368 Office

(800) 798-7633 Toll Free

(504) 862-8758 Fax