How to Complete Electronic Substitute Form W-9S
Request for Student Taxpayer Identification Number and Certification

1. From the Southeastern home page, navigate to the LEOnet login page.

2. Login using your W# and password.
3. **Navigate to Self Service> Verify SSN**

When you are ready to complete the Substitute W-9S complete the box with your date of birth and hit the “Confirm” button.
4. Read the options carefully, select the appropriate checkbox, and hit the “submit” button.
NOTE: If your address and/or name are not correct, you will need to use the appropriate link(s) to update your name and/or address. After those updates are complete, you should return to this page to certify when all items are correct.

Your name should be that used by the Social Security Administration or the Internal Revenue Service.

Your mailing address is your official address with Southeastern and should be maintained by you with the most accurate, up-to-date information.

5. To update your taxpayer identification number, you will select the second checkbox on the “Verify SSN” page and hit the submit button which will take you to the screen below to update your TIN. Enter the correct TIN/SSN, certify that the information is correct and hit the submit button.
6. Once you have corrected your TIN, you will receive the following message.

![Message](image)

7. If you are a foreign national/nonresident alien and you do not have a TIN, you will select the appropriate checkbox (below). If you obtain a TIN, at any time, you can return here to update and certify your information.

![Checkbox](image)

8. If you do not wish to provide your TIN/SSN, you will select the appropriate checkbox (below). If you want to provide the information at a later date, you can return here to update and certify your information.

NOTE: Southeastern is requesting this information to complete the required tuition statement to students, Form 1098-T. Furnishing this information is required by federal law. It is extremely important that you respond to avoid potential penalties imposed by the IRS, see Sections 6109 and 6723.

![Checkbox](image)