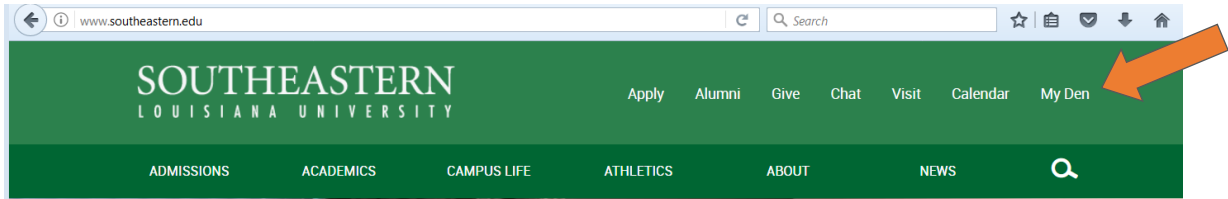
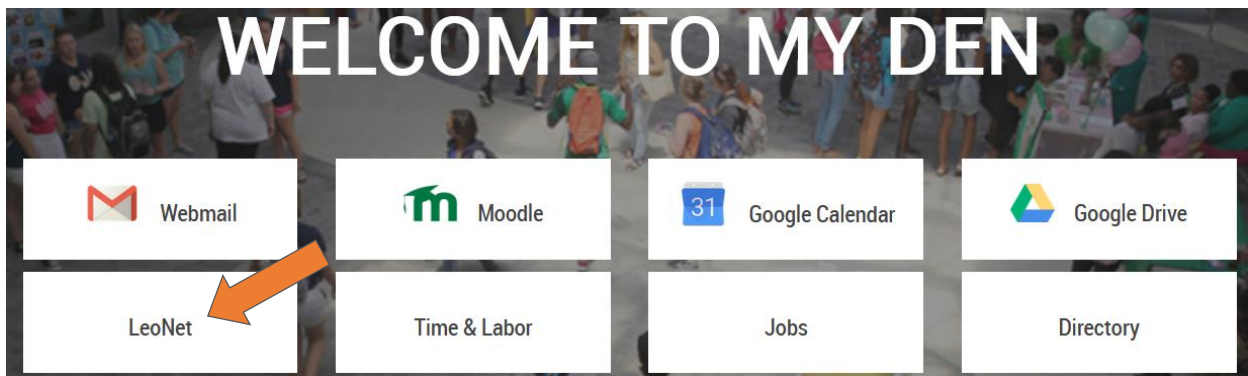


How to Complete Electronic Substitute Form W-9S  
Request for Student Taxpayer Identification Number and Certification

1. From the Southeastern home page, select "My Den".



2. From My Den, select "LeoNet".



3. Login using your W# and password.

A screenshot of a login form. It has a light gray background. The form contains two input fields: 'User ID' with the value 'W0211389' and 'Password' with ten black dots. Below the fields is a blue button with the text 'Sign In' in white.

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

4. 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.

**Menu**

Search:

- Fluid Home
- > My Favorites
- > Southeastern AD Data
- > Southeastern SA Data
- > Self Service
  - ▷ Class Search / Browse
  - ▷ Catalog
  - ▷ Academic Planning
  - ▷ Enrollment
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Transfer Credit
  - ▷ Student Admission
  - ▷ Textbook Rental Information
  - [Online Housing Application](#)
  - [Pre-orientation Advising](#)
  - [Citation Appeal](#)
  - [Enrollment Verification](#)
  - [Financial Agreement](#)
  - [Financial Aid Authorization](#)
  - [Online Advising New](#)
  - [Release Info Authorization](#)
  - [Scholarship On-Line Inquiry](#)
  - [Semester Attendance Intent](#)
  - [Southeastern/Northshore Auth](#)
  - [Student Hand Book](#)
  - [Student Opinion Of Teaching](#)
  - **Verify SSN**
  - [Meal Plan/Lagniappe](#)
  - [Vehicle Registration](#)
  - [View Semester Fee Statement](#)
  - [Student Conduct Case Status](#)
  - [Change of Major](#)

**Slu Crt Precheck**

### Substitute Form W-9S

#### Request for Student's Taxpayer Identification Number

We are about to display your Taxpayer Identification Number (i.e. Social Security Number). Please make sure you are in a secure place and that you sign out and close the browser when complete. In order to move forward to display your SSN, you must enter your date of birth MM/DD/YY.

Actual Birth Date

**Confirm**

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

5. Read the options carefully, select the appropriate checkbox, and hit the “submit” button.

**VERIFY SSN**

Name D'Lion,Roomie W0211389

**Please verify your taxpayer identification number, name\* and address below**  
**If you do not have or wish to decline providing your taxpayer identification,**  
**please check the appropriate checkbox and then click the Submit button**  
**below.**

**Social Security #:** XXX-XX-XXXX

**Address:** 180 W Dakota  
Hammond, LA 70401

I certify that the taxpayer identification number and name\* shown above are correct.  
I further certify that the address shown above is my correct mailing address.

The taxpayer identification number, name\* and/or address shown above is/are not correct.

\*The name should match that used by the Social Security Administration or Internal Revenue Service. Please make name and address changes at the links provided.

[Update Name](#)

[Update Address](#)

---

I do not wish to provide my taxpayer identification number to Southeastern Louisiana University 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 the university to confirm my eligibility for certain education tax benefits without my taxpayer identification number.

I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.

---

**Submit**

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

**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.

- 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.

**Slu Cr1 Upd**

---

Name D'Lion,Roomie Empl ID W0211389

SSN:

Address: 180 W Dakota  
Hammond, LA 70401

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I certify that the taxpayer identification number and name\* shown above are correct. I further certify that the address shown above is my correct mailing address.

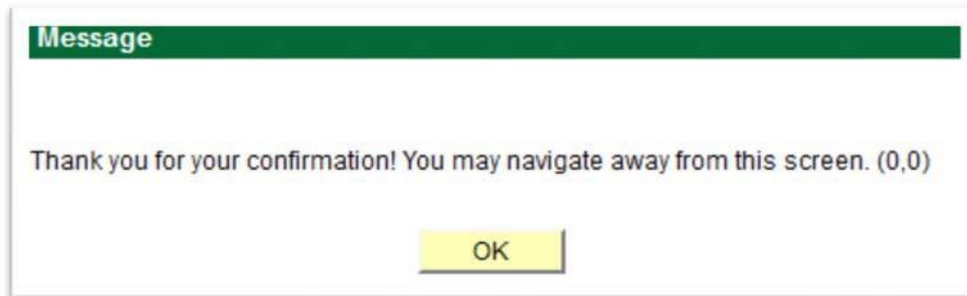
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If your address as indicated above is not correct, please visit the website below to complete an address change request, then return to this page to verify SSN.

[Update Address](#)

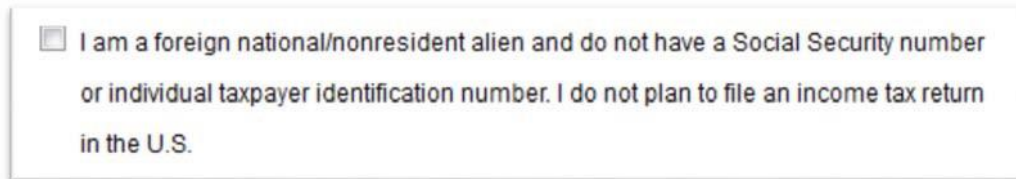
How to Complete Electronic Substitute Form W-9S  
Request for Student Taxpayer Identification Number and Certification

7. Once you have corrected your TIN, you will receive the following message.



A screenshot of a confirmation message box. At the top, there is a green header bar with the word "Message" in white. Below the header, the text reads: "Thank you for your confirmation! You may navigate away from this screen. (0,0)". At the bottom center of the box is a yellow button with the text "OK" in black.

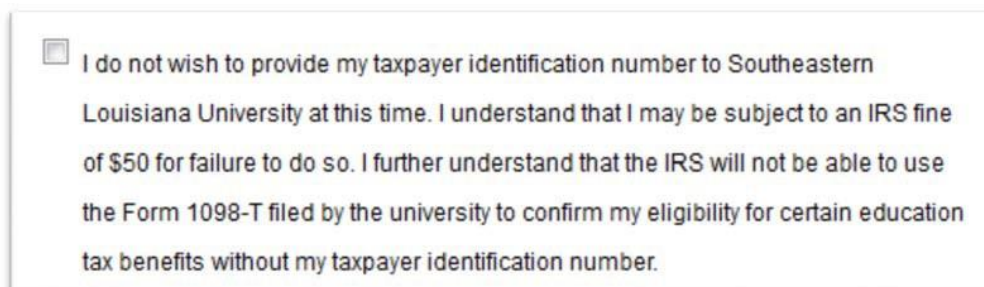
8. If you are a foreign national/nonresident alien and you do not have a TIN, you will select the appropriate checkbox (below). If you obtain a TIN, at any time, you can return here to update and certify your information.



A screenshot of a checkbox option. The text reads: " I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S."

9. 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.



A screenshot of a checkbox option. The text reads: " I do not wish to provide my taxpayer identification number to Southeastern Louisiana University 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 the university to confirm my eligibility for certain education tax benefits without my taxpayer identification number."