



**OKLAHOMA
CITY**

Social Security Number (Or Taxpayer ID Number) Update Form

Office of the Registrar
900 N. Portland Ave.
Oklahoma City, OK 73107
405-945-3291
Fax: 405-945-3277
okc.records@okstate.edu

INSTRUCTIONS: Complete all information on this form and attach with (1) your social security card, numident or your IRS letter assigning your ITIN, and (2) a government-issued photo ID to the appropriate office (HR for employees, or the Registrar's Office for students). You may submit this form and the supporting documentation to the appropriate office (HR for employees, or Registrar's Office for students).

NAME

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____

STUDENT ID: _____ **DATE OF BIRTH:** _____ **PHONE NUMBER:** _____
(Include area code)

TERM OF LAST ATTENDANCE (STUDENTS ONLY): _____

EMAIL ADDRESS: _____

DOCUMENTATION REQUIRED (both SSN/ITIN documentation and a valid government-issued photo ID are required)

1. Type of SSN/ITIN documentation provided (attach a legible copy if not submitting in person or use the Secure Document Uploader in Student Self-Service):

- ☐ Social Security Card
- ☐ IRS letter assigning ITIN
- ☐ Numident

2. Type of government-issued photo ID provided (attach a legible copy if not submitting in person or use the Secure Document Uploader in Student Self-Service):

- ☐ Driver's license (or other state-issued photo ID)
- ☐ Passport
- ☐ Military ID

OKLAHOMA STATE UNIVERSITY- OKLAHOMA CITY IS REQUIRED TO ANNUALLY FURNISH EMPLOYEES WITH A W-2 FORM AND ENROLLED STUDENTS WITH A 1098-T FORM PURSUANT TO IRS REQUIREMENTS. FEDERAL LAW REQUIRES EMPLOYEES AND STUDENTS TO FURNISH THE INSTITUTION THEIR CORRECT SSN (OR ITIN IF THEY ARE NOT ELIGIBLE FOR A SSN), AND FAILURE TO FURNISH A CORRECT SSN OR ITIN MAY RESULT IN THE IRS ASSESSING A FINANCIAL PENALTY TO THE EMPLOYEE/STUDENT. I UNDERSTAND THAT THIS CHANGE WILL BE REFLECTED IN ALL OSU A&M INSTITUTION ADMINISTRATIVE SYSTEMS.

SIGNATURE: _____ **DATE:** _____

Office Use Only

BANNER SYSTEM IDENTIFICATION: ☐ STUDENT ☐ HR ☐ FINANCIAL AID
☐ FINANCE ☐ ACCOUNTS RECEIVABLE

Processed by: _____ Department: _____ Institution: _____ Date: _____