Adding Social Security Number to Workday





Amherst College is required to issue IRS Form 1098-T, Tuition Statement for each student who made a qualifying tuition payment in the applicable tax year. The information on this form is essential to determine whether you, or the person who can claim you as a dependent, may claim an education credit to reduce federal income tax.

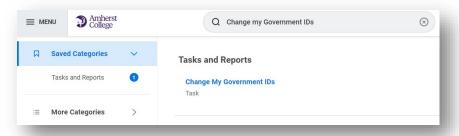
STEP 1

Log into Workday.

STEP 2

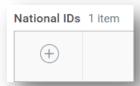
In the search bar, input *Change My Government IDs* and click on the task in blue text under *Tasks and Reports*

*Note, spelling errors will not populate the task needed.



STEP 3

Click on the + icon under *National IDs*



STEP 4

In the blue bar, input your *Country*, and *National ID Type*. Under *Add/Edit ID* input your Social Security Number. An attachment is required to be approved by the Registrar's Office. Once all required information is added, select *Submit*.

Change My Government IDs 🚥									
After adding your respective government and/or national ID card, please scroll down to attach a photo copy of the respective document(s) to be used for verification and record-keeping purposes. A copy will be attached to this record and forwarded to HR.									
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