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.
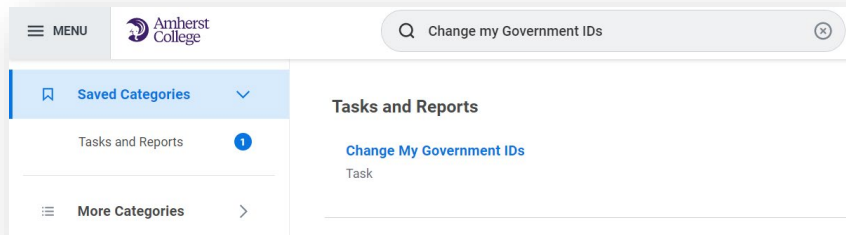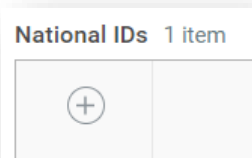
STEP 1

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.*