

Adding/Updating an Individual Taxpayer Id Number (ITIN)

Purpose: Security is required to update a student's Individual Taxpayer Id Number (ITIN). In Campus Solutions, the ITIN is a type of National ID, so the field label for ITIN is National ID. Please forward any ITIN update requests for students who are also employees to Human Resources.

What is an ITIN? An ITIN is a tax processing number issued by the IRS. It is a nine-digit number that always begins with the number 9. IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain a Social Security Number (SSN).

The following instructions describe how to add or update the student's ITIN, using Campus Community.

Step	Action
1.	Navigate to the Relationships page. Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person.
	<i>Result:</i> Add/Update a Person search page displays.
	Favorites Main Menu > Campus Community > Personal Information > Add/Update a Person
	Add/Update a Person
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Maximum number of rows to return (up to 300): 300
	ID: begins with 👻
	Campus ID: begins with 👻
	National ID: begins with 👻
	Last Name: begins with 👻
	First Name: begins with 👻
	Include History Correct History Case Sensitive
	Search Clear Basic Search 📄 Save Search Criteria



Step	Action
2	Enter appropriate <i>search criteria</i> . Click the Search button.
	<i>Result:</i> The Biographical Details tab displays. Note there is no SSN.
	Biographical Details Addresses Regional
	Joe Panther ###### Mames
	Person Information
	Date of Birth: 05/25/1993 Birth Information Campus ID:
	Biographical History Find View All First 🗹 1 of 1 🕨 Last
	*Effective Date: 10/25/2010 🛐 🛨
	*Marital Status: Single - As of: 10/25/2010
	*Gender: Male 👻
	National ID Customize Find 🖾 🛅 First 💶 1 of 1 🕨 Last
	*Country *National ID Type National ID Primary
	USA Q Social Security Number VXXXXX
	Contact Information
	Addresses Find View All First 1 of 3 Last Phone Ext Country Preferred
	Address Type: Permanent Home Addresses Home - 319/334-4133
	Effective Date: 10/25/2010 Add
	Status: Active Email
	Country: USA <u>*Type</u> <u>*Email Address</u> <u>Preferred</u>
	1003 Rebecca Ct
	Independence, IA 50644-1049 UNI VII Iniederta@uni.edu
	Visa/Permit Data Citizenshin
	🛢 Save 🕰 Return to Search 🔄 Notify 🗘 Refresh 🛃 Add 🖉 Update/Display 🖉 Include History 🐼 Correct History
3.	In the National ID section,
	• Select Individual Taypayer Id Number as the National ID Type.
	• Enter the <i>nine digit ITIN</i> in the National ID field
	• Check the Drimen bey
	• Check the Triniary box.
	*Country *National ID Type National ID Primary
	USA Q Individual Taxpayer Id Number 🗸 942-90-3211 💟 🖃
	Add
4.	Click the Save button.
	Save