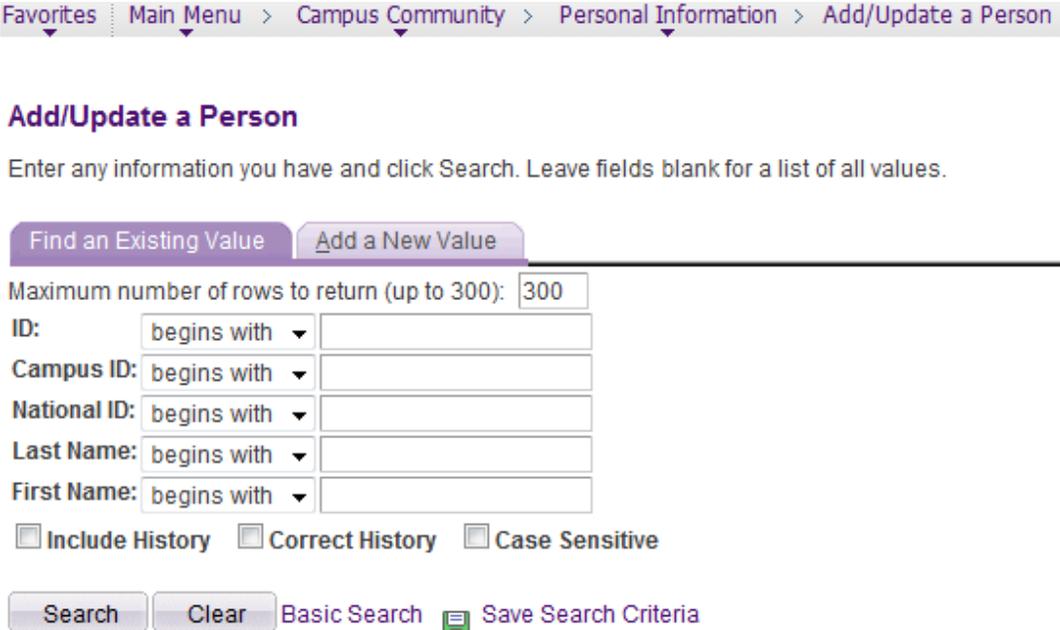


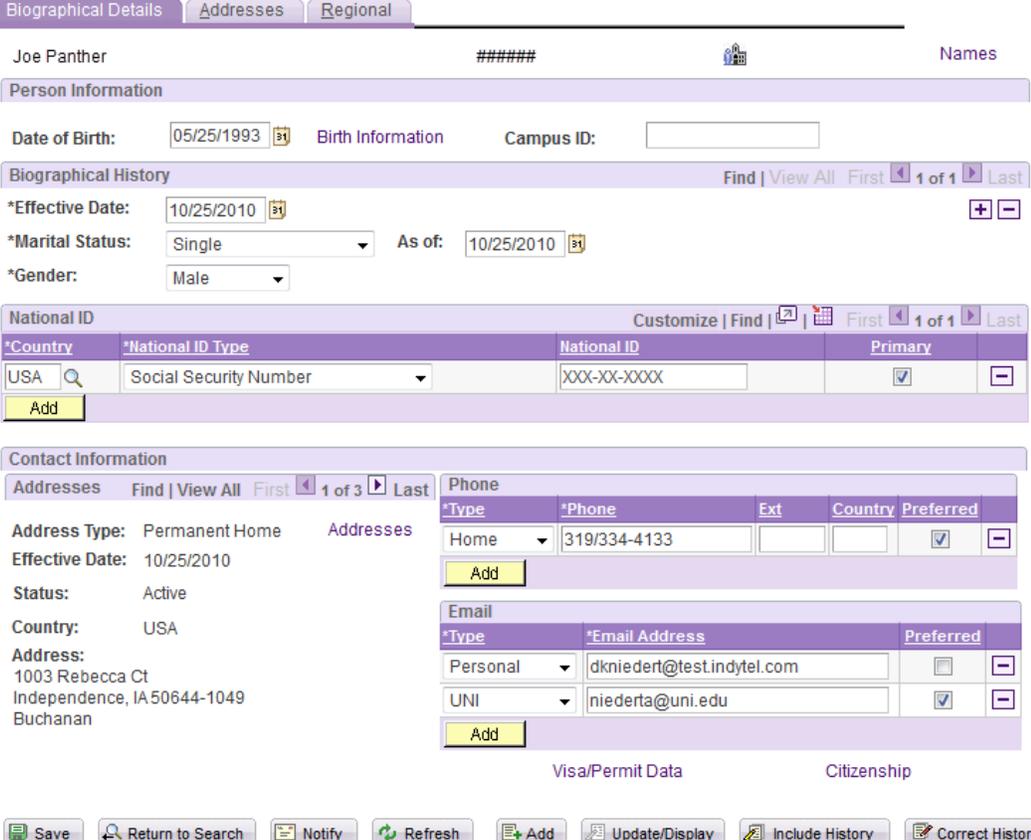
Adding/Updating an Individual Taxpayer Id Number (ITIN)

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.	<p>Navigate to the Relationships page. Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person.</p> <p>Result: Add/Update a Person search page displays.</p> 

Step	Action
2	<p>Enter appropriate <i>search criteria</i>. Click the Search button.</p> <p>Result: The Biographical Details tab displays. Note there is no SSN.</p> 
3.	<p>In the <i>National ID</i> section,</p> <ul style="list-style-type: none"> • Select <i>Individual Taxpayer Id Number</i> as the National ID Type. • Enter the <i>nine digit ITIN</i> in the National ID field. • Check the Primary box. 
4.	<p>Click the Save button.</p> 