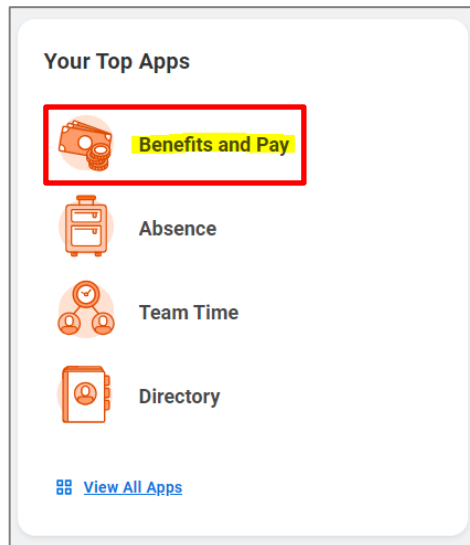


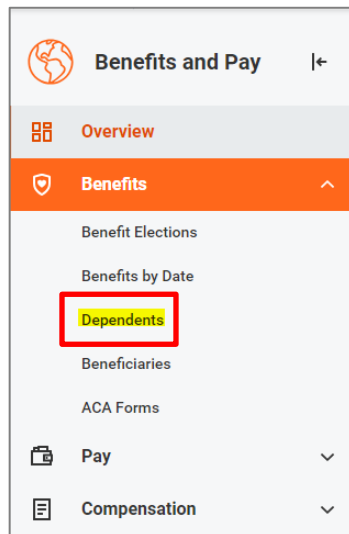
Benefits: Adding a Missing Dependent's SSN/ITIN/foreign National ID Faculty and Staff

Follow these steps:

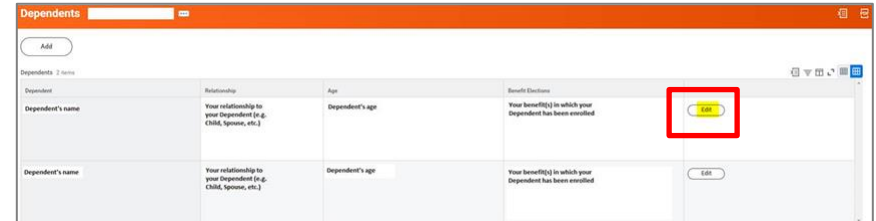
1. Log in to USFWorks and click **Benefits and Pay**.



2. On the next page, click **Benefits** and then select **Dependents**.



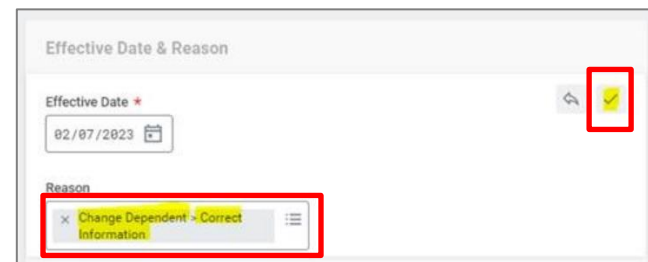
3. On the next page, you will see a list of your Dependents. Click **Edit** for the Dependent whose SSN/ITIN/foreign National ID you need to add.



4. On the next page, under **Effective Date & Reason**, click the pencil symbol.



5. Then enter the reason as **Change Dependent, Correct Information**, and click the check symbol.



6. Then, go down to **National IDs** and click **Add**.

- On the drop-down box, for country, select **United States of America**, for **National ID Type**, select **Social Security Number (SSN)**, in **Add/Edit ID** enter the **SSN**, and then click the **check** symbol.

Please note:

If your Dependent does **not have an SSN**, but **has an ITIN**, select **(U.S. Individual Taxpayer Identification Number) ITIN** for the National ID Type.

If your Dependent is **not eligible** for neither an SSN nor ITIN, please add their **non-US National ID** by selecting the **relevant country** and **National ID type** and entering the **ID number**.

IMPORTANT:

If an SSN already appears, this could be because zeros were entered – i.e. 000-00-0000. You can check this by clicking on the **pencil** symbol and on the next page updating the SSN.

On the drop-down box, in **Add/Edit ID** enter the **SSN** and click the **check** symbol.

- Click **Submit**.

