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**.





 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.

Dependents	-			0 8
Add				
Dependents 2 terms				0 v m c III 🔠
Dependent	Relationship	Age	Benefit Elections	
Dependent's name	Your relationship to your Dependent (e.g. Child, Spouse, etc.)	Dependent's age	Your benefit(s) in which your Dependent has been enrolled	
Dependent's name	Your relationship to your Dependent (e.g. Child, Spouse, etc.)	Dependent's age	Your benefit(s) in which your Dependent has been emplied	<u>(64</u>)

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

Dependent Options	
Effective Date & Reason	
Effective Date *	×
02/07/2023	
Reason	

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

Effective Date & Reason	_
Effective Date *	¢ 🗸
02/07/2023 🛅	
Reason	

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

1

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

Identifier Information		
National IDs		
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**.

× United States of America := National ID Type ★ × Social Security Number (SSN) :=	× United States of America ::≡ National ID Type * × Social Security Number (SSN) ::≡ Add/Edit ID *	Country *		\Diamond
National ID Type * × Social Security Number (SSN) Image: Content of the security Number (SSN)	National ID Type ★ × Social Security Number (SSN) E	× United States of America	∷≡	
× Social Security Number (SSN) ⋮≡	× Social Security Number (SSN) :≡	National ID Type *		
	Add/Edit ID *	× Social Security Number (SSN)	∷≣	
	Add/Edit ID *			

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.



National IDs	
Issued by Country	× 🙍
United States of America	
National ID Type	
Social Security Number (SSN)	
Identifier ID Entered	
X004-XX4-X000X	
Add	

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

untry *		5
Search	=	
× United States of America		
tional ID Type *		
tional ID Type . X Social Security Number (SSN)		

8. Click Submit.





Last revision date: August 25,