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.
7. 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.

8. Click Submit.
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