

Purpose

The purpose of this process is to add a Business Partner (BP) to an Social Security Number (SSN) Family.

Trigger

Perform this procedure to join a Business Partner to an SSN Family. An SSN Family is created when:



- A new Limited Liability Company (LLC) or Revocable Trust (RT) Business Partner is being created and it has the same SSN as an existing Individual BP record.
- A new Individual BP record is being created and it has the same SSN as an existing RT or LLC BP record (s) that share the same SSN.




Prerequisites

- Business Partner exists in MIDAS with SSN Tax ID type.

Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

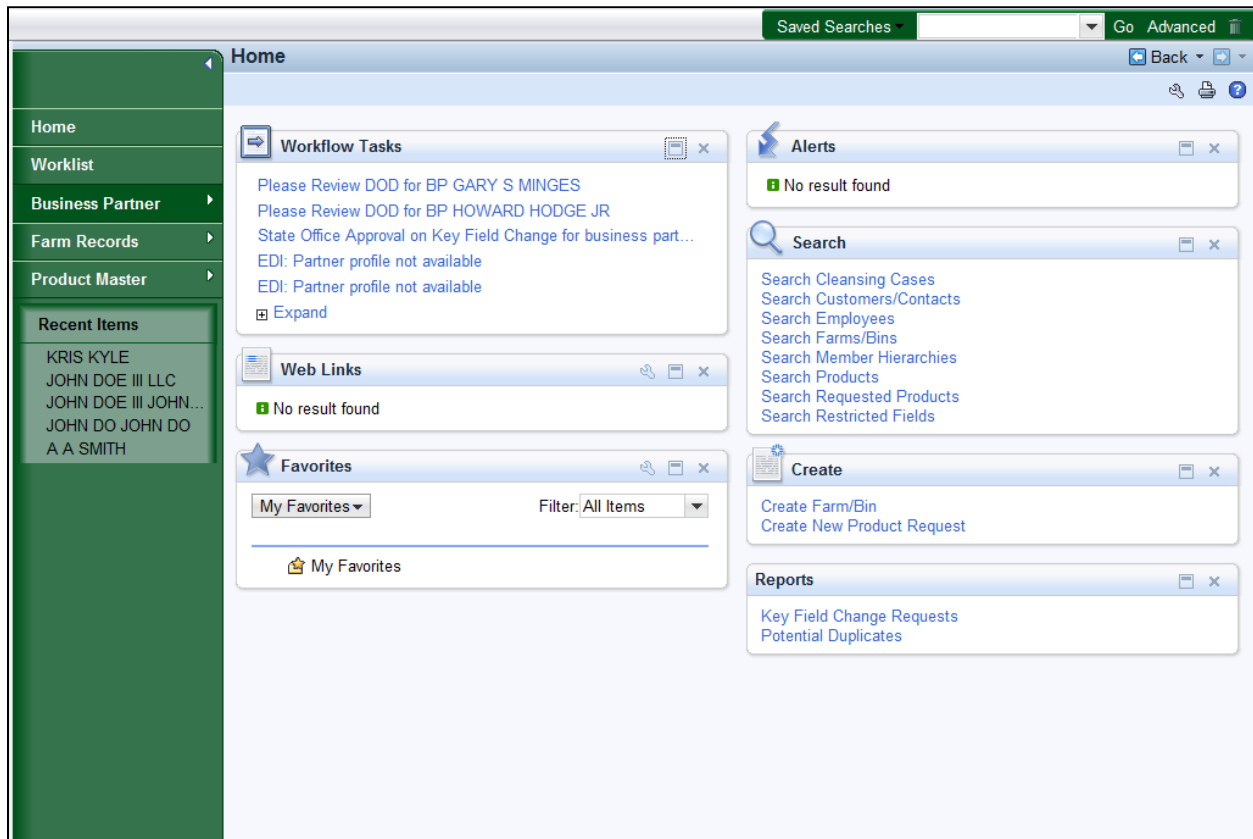
Note type	Icon	Description
A general note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that

		should be started and is related to the procedure.
A critical note		Use this note to specify something that MUST NOT be done during the procedure.
Contact someone		Use this icon to specify to the end-user the need to initiate a communication within the organization due to an event in the procedure.
A reference is available		Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.


Procedure

1. Start the transaction from the MIDAS CRM Home Page.

Home



2. Click the **Business Partner**  button. You have completed transaction.

 SSN Family allows associated BP Customers to share a Social Security Number. This replaces the process of assigning the SSN to and from customer records in SCIMS based on the customers request to manage payments.

An SSN Family consists of an Anchor and Non-Anchor members. An Anchor is always an Individual with an SSN. Non-Anchors can be either a Revocable Trust or LLCs, and they share the affiliated SSN.



Accounts


A screenshot of a web application interface for "Accounts". The page has a dark green sidebar on the left with navigation links: Home, Worklist, Business Partner, Farm Records, Product Master, and Recent Items. The "Recent Items" section lists: KRIS KYLE, JOHN DOE III LLC, JOHN DOE III JOHN..., JOHN DO JOHN DO, and A A SMITH. The main content area is light blue and contains a "Search" panel with links: Search Cleansing Cases, Search Customers/Contacts, Search Documents, Search Employees, Search Member Hierarchies, and Search Restricted Fields. To the right is a "Reports" panel with links: Key Field Change Requests and Potential Duplicates. At the top right of the main area, there are "Saved Searches", "Go", and "Advanced" options, along with "Back" and "Print" icons.

3. Click the **Search Customers/Contacts** [Search Customers/Contacts](#) link to go to the Search: Customers page.



Search: Customers

4. Click in the **First Name** field.

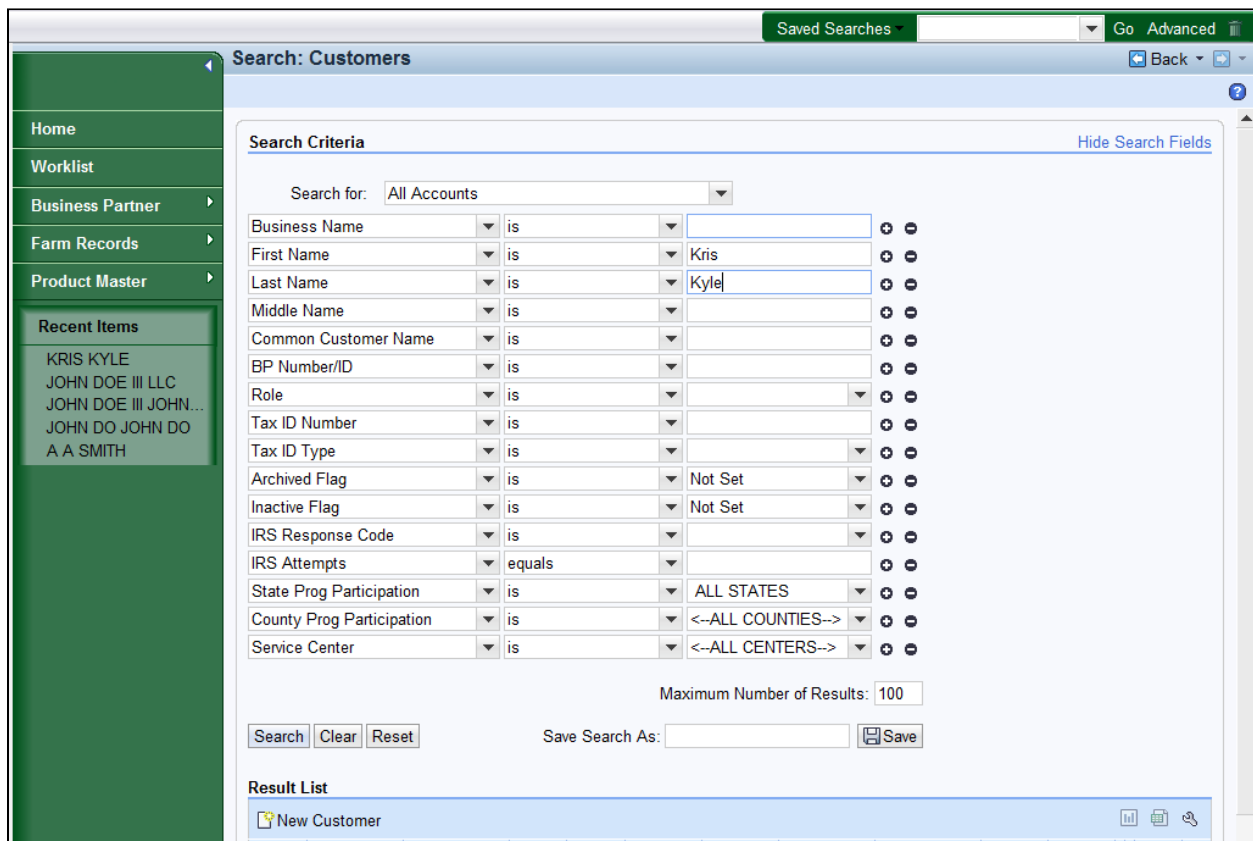
 For information on BP search, see the Work Instruction *BP_Search Customer Business Partner Record*

5. As required, complete/review the following fields:

Field	R/O/C	Description
First Name	O	Business Partner's First Name Example: Kris

Field	R/O/C	Description
Last Name	O	Business Partner's Last Name Example: Kyle

Search: Customers



The screenshot displays the 'Search: Customers' interface. The search criteria are as follows:

Field	Operator	Value
Business Name	is	
First Name	is	Kris
Last Name	is	Kyle
Middle Name	is	
Common Customer Name	is	
BP Number/ID	is	
Role	is	
Tax ID Number	is	
Tax ID Type	is	
Archived Flag	is	Not Set
Inactive Flag	is	Not Set
IRS Response Code	is	
IRS Attempts	equals	
State Prog Participation	is	ALL STATES
County Prog Participation	is	<--ALL COUNTIES-->
Service Center	is	<--ALL CENTERS-->

Buttons: Search, Clear, Reset, Save Search As: [text box], Save

Maximum Number of Results: 100

Result List: New Customer

- Click the **Search** button to view the search results based on the criteria entered.

Search: Customers

Search: Customers

Search for: All Accounts

Business Name	is		
First Name	is	KRIS	
Last Name	is	KYLE	
Middle Name	is		
Common Customer Name	is		
BP Number/ID	is		
Role	is		
Tax ID Number	is		
Tax ID Type	is		
Archived Flag	is	Not Set	
Inactive Flag	is	Not Set	
IRS Response Code	is		
IRS Attempts	equals		
State Prog Participation	is	ALL STATES	
County Prog Participation	is	<--ALL COUNTIES-->	
Service Center	is	<--ALL CENTERS-->	

Maximum Number of Results: 100

Search Clear Reset Save Search As: Save

Result List: 1 Customer Found

New Customer

7. Scroll down to the **Results List** to view the BP records that meet your search criteria entered.



Customer: KRIS KYLE

Customer: KRIS KYLE

Save | Cancel | Copy | New | Show Duplicates | Key Field Change | More

Customer Details | Customer Profile | Roles | Identification Numbers | SCIMS Replication Status

Edit | Tax ID History

General Data	Main Address and Communication Data
Current Role: Individual	Information.
BP Number / ID: 8000127055	Address Lin... 12310 DOVER RD
Prefix:	Example: Street address, PO BOX XXX, RR...
First Name: KRIS	Address Lin...
Middle Name:	Example: Apartment, Suite, Unit, Building, Fl...
Last Name: KYLE	City: REISTERSTOWN
Suffix:	State: MD MARYLAND
Common Customer.. KRIS KYLE	ZIP Code: 21136-5606
Legal Name: No	Country: US USA
Language Preference: English	Telephone. (667) 434-3644
Data Origin: CRM	Mobile Num...
Employee Type: Not an employee	E-Mail Addr... gmail@gmail.com
Tax ID Type: Social Sec... 	Preferred C.. Post (letter)
Tax ID Number: 667434364 	Carrier Route: R007
IRS Response Code: Error – TIN is not currently i...	Delivery Bar... 109
IRS Attempts: 01	Congressio.. MARYLAND 02
Date of Death:	
Death Confirmed: <input type="checkbox"/>	

Notes

9. Click the **Edit**  button.



Customer: KRIS KYLE

Customer: KRIS KYLE

Save | Cancel | Copy | New | Show Duplicates | Key Field Change | More

Customer Details | Customer Profile | Roles | Identification Numbers | SCIMS Replication Status

Edit | Tax ID History

General Data	Main Address and Communication Data
Current Role: Individual	Information.
BP Number / ID: 8000127055	Address Lin... 12310 DOVER RD
Prefix:	Example: Street address, PO BOX XXX, RR...
First Name: KRIS	Address Lin...
Middle Name:	Example: Apartment, Suite, Unit, Building, Fl...
Last Name: KYLE	City: REISTERSTOWN
Suffix:	State: MD MARYLAND
Common Customer.. KRIS KYLE	ZIP Code: 21136-5606
Legal Name: No	Country: US USA
Language Preference: English	Telephone. (667) 434-3644
Data Origin: CRM	Mobile Num...
Employee Type: Not an employee	E-Mail Addr... gmail@gmail.com
Tax ID Type: Social Sec...	Preferred C.. Post (letter)
Tax ID Number: 667434364	Carrier Route: R007
IRS Response Code: Error – TIN is not currently i...	Delivery Bar... 109
IRS Attempts: 01	Congressio.. MARYLAND 02
Date of Death:	
Death Confirmed: <input type="checkbox"/>	


Notes

10. Scroll down to the **Representative Capacity** Assignment Block to access the SSN Family Tab.

Customer: KRIS KYLE


Customer: KRIS KYLE

Control Flags Common Eligibility Financial Service

Archived:
 Inactive: 
 Restricted:


Addresses* Address Types Communication Numbers E-Mails

[New](#)

Actions	Address	Current	Valid From	Valid To
	12310 DOVER RD / REISTERSTOWN MD 2113...	<input checked="" type="checkbox"/>	01/19/2015	12/31/9999

Representative Capacity Relationships SSN Family

[New](#) [History Data](#)





 No result found


Program Participation* Associated Counties

[Edit](#)

Act...	Customer Type	Servicin...	Organization Description	General Program I...	Current Participant
	FSA CUSTOMER	62623	BALTIMORE COUNTY FARM SER...	Has interest in the...	Currently enrolled...

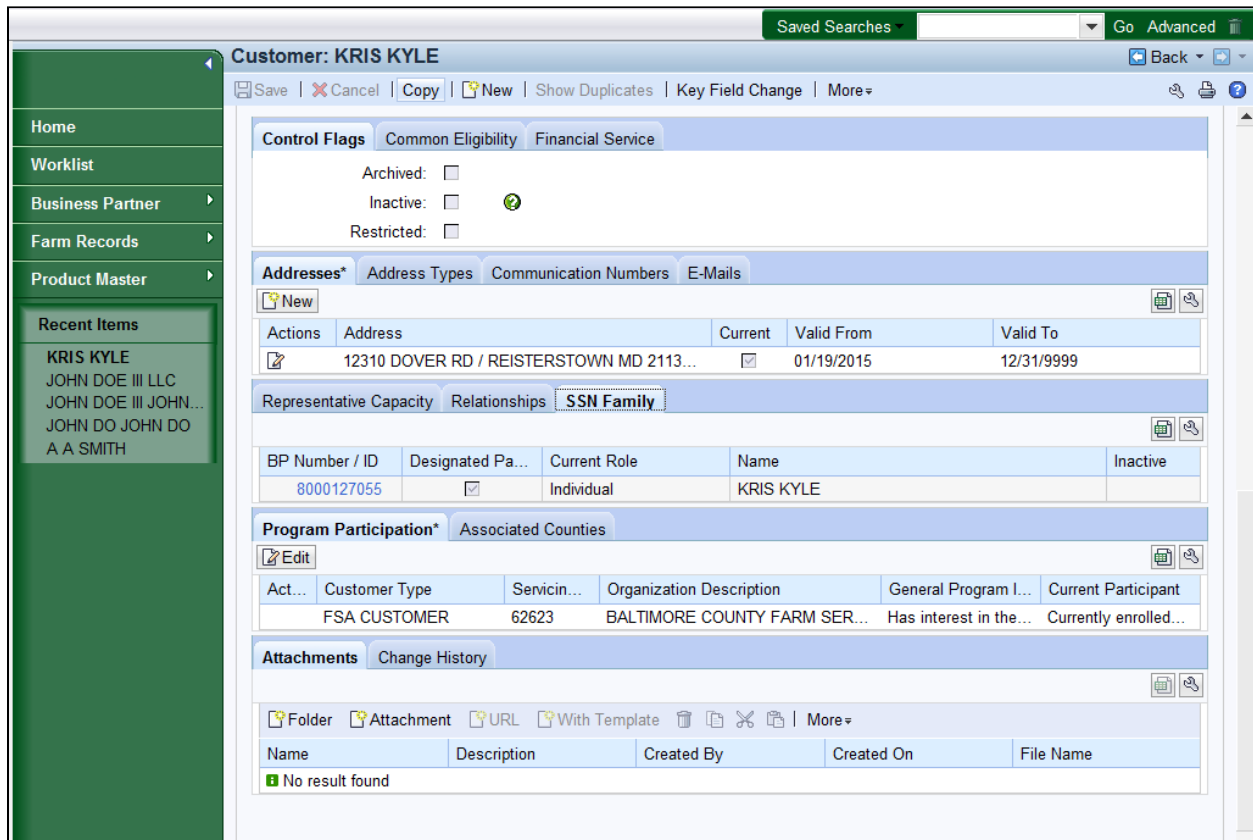
Attachments Change History

[Folder](#) [Attachment](#) [URL](#) [With Template](#)     [More](#)

Name	Description	Created By	Created On	File Name
 No result found				

11. Click the **SSN Family** **SSN Family** tab.

Customer: KRIS KYLE



Customer: KRIS KYLE

Control Flags: Archived: Inactive: Restricted:

Addresses*

Actions	Address	Current	Valid From	Valid To
	12310 DOVER RD / REISTERSTOWN MD 2113...	<input checked="" type="checkbox"/>	01/19/2015	12/31/9999

Representative Capacity: Relationships: **SSN Family**


BP Number / ID	Designated Pa...	Current Role	Name	Inactive
8000127055	<input checked="" type="checkbox"/>	Individual	KRIS KYLE	


Program Participation*

Act...	Customer Type	Servic...	Organization Description	General Program I...	Current Participant
	FSA CUSTOMER	62623	BALTIMORE COUNTY FARM SER...	Has interest in the...	Currently enrolled...

Attachments: Change History

Name	Description	Created By	Created On	File Name
No result found				

12. Click the **Copy**  button to copy all or certain assignment block data to the new BP record.

 The copy function is available according to the following rules:

An LLC/RT with SSN tax type AND the Individual BP record does not exist - the copy feature can be used to create the Individual (Anchor) BP record.

An Individual BP record with SSN tax type (with or without family) - the copy feature can be used to copy the Individual BP record assignment blocks to create the LLC or RT only.


An LLC/RT with SSN tax type AND the Individual BP record does exist - the copy feature is not available to create the Individual record from the LLC/RT.

 The SSN Family tab includes hyperlinks to each members BP record. It



also displays the assignment of the Designated Paying Entity (DPE) flag which is maintained on the SSN Family tab.

Assignment Blocks

Please choose the assignment blocks to Copy new BP

	Assignment blocks
<input type="checkbox"/>	Customer Details
<input type="checkbox"/>	Customer Profile
<input type="checkbox"/>	SSN Family
<input type="checkbox"/>	Addresses
<input type="checkbox"/>	Address Types
<input type="checkbox"/>	Communication Numbers
<input type="checkbox"/>	E-Mails
<input type="checkbox"/>	Program Participation
<input type="checkbox"/>	Associated Counties

13. Click Assignment blocks  button.

-  During the copy process the user can select the option to copy the assignment blocks from the existing BP record to the new BP record. If needed, the user can change the values prior to the save action.
-  In this example, the user had an Individual BP record with SSN tax type (without a family), and we were able to copy the Individual BP record assignment blocks to create the RT.

Assignment Blocks

Please choose the assignment blocks to Copy new BP

<input type="checkbox"/>	Assignment blocks
<input type="checkbox"/>	Customer Details
<input type="checkbox"/>	Customer Profile
<input type="checkbox"/>	SSN Family
<input type="checkbox"/>	Addresses
<input type="checkbox"/>	Address Types
<input type="checkbox"/>	Communication Numbers
<input type="checkbox"/>	E-Mails
<input type="checkbox"/>	Program Participation
<input type="checkbox"/>	Associated Counties

14. Click the **Choose** button copy all assignment blocks to the new BP record.

Customer: New

Customer: New


Continue | Cancel

Customer Details

General Data	Main Address and Communication Data
Current Role:* <input type="text"/>	Information.. <input type="text"/>
BP Number / ID: <input type="text"/>	Address Lin... 12310 DOVER RD
Prefix: <input type="text"/>	Example: Street address, PO BOX XXX, RR...
First Name:* KRIS	Address Lin... <input type="text"/>
Middle Name: <input type="text"/>	Example: Apartment, Suite, Unit, Building, Fl...
Last Name:* KYLE	City:* REISTERSTOWN
Suffix: <input type="text"/>	State:* MD <input type="text"/> MARYLAND
Common Customer.. KRIS KYLE	ZIP Code:* 21136-5606
Legal Name:* Ni <input type="text"/>	Country:* US <input type="text"/> USA
Language Preference: English <input type="text"/>	Telephone.. <input type="text"/>
Data Origin: CRM <input type="text"/>	Mobile Num... <input type="text"/>
Tax ID Type:* Social Security Number <input type="text"/>	E-Mail Addr... <input type="text"/>
Tax ID Number:* 667434364	Preferred C.. Post (lette <input type="text"/>
	Carrier Route: R007 <input type="text"/>
	Delivery Bar... 109 <input type="text"/>
	Congressio.. MARYLAND <input type="text"/> 02 <input type="text"/>

Notes

15. Click the **Current Role:** dropdown list button to view available options.

 The user needs to define the Current Role and update any of the copied fields to reflect the new customer record.

Customer: New

Customer: New

Continue | Cancel

Customer Details

General Data	Main Address and Communication Data
Current Role:* <input type="text" value="Trust - Revocable"/>	Information.. <input type="text"/>
BP Number / ID: <input type="text"/>	Address Lin... 12310 DOVER RD
Prefix: Limited Liability Company	Example: Street address, PO BOX XXX, RR...
First Name:* KRIS	Address Lin... <input type="text"/>
Middle Name: <input type="text"/>	Example: Apartment, Suite, Unit, Building, Fl...
Last Name:* KYLE	City:* REISTERSTOWN
Suffix: <input type="text"/>	State:* MD <input type="text"/> MARYLAND
Common Customer.. KRIS KYLE	ZIP Code:* 21136-5606
Legal Name:* Ni <input type="text"/>	Country:* US <input type="text"/> USA
Language Preference: English <input type="text"/>	Telephone.. <input type="text"/>
Data Origin: CRM <input type="text"/>	Mobile Num... <input type="text"/>
Tax ID Type:* Social Security Number <input type="text"/>	E-Mail Addr... <input type="text"/>
Tax ID Number:* 667434364	Preferred C.. Post (lette <input type="text"/>
	Carrier Route: R007 <input type="text"/>
	Delivery Bar... 109 <input type="text"/>
	Congressio.. MARYLAND <input type="text"/> 02 <input type="text"/>
Notes	
<input type="text"/>	

16. Select **Trust - Revocable** from the list.



The user must update the **Name** and **Common Customer Name** fields.



Customer: New

Customer: New

Continue | Cancel

Customer Details

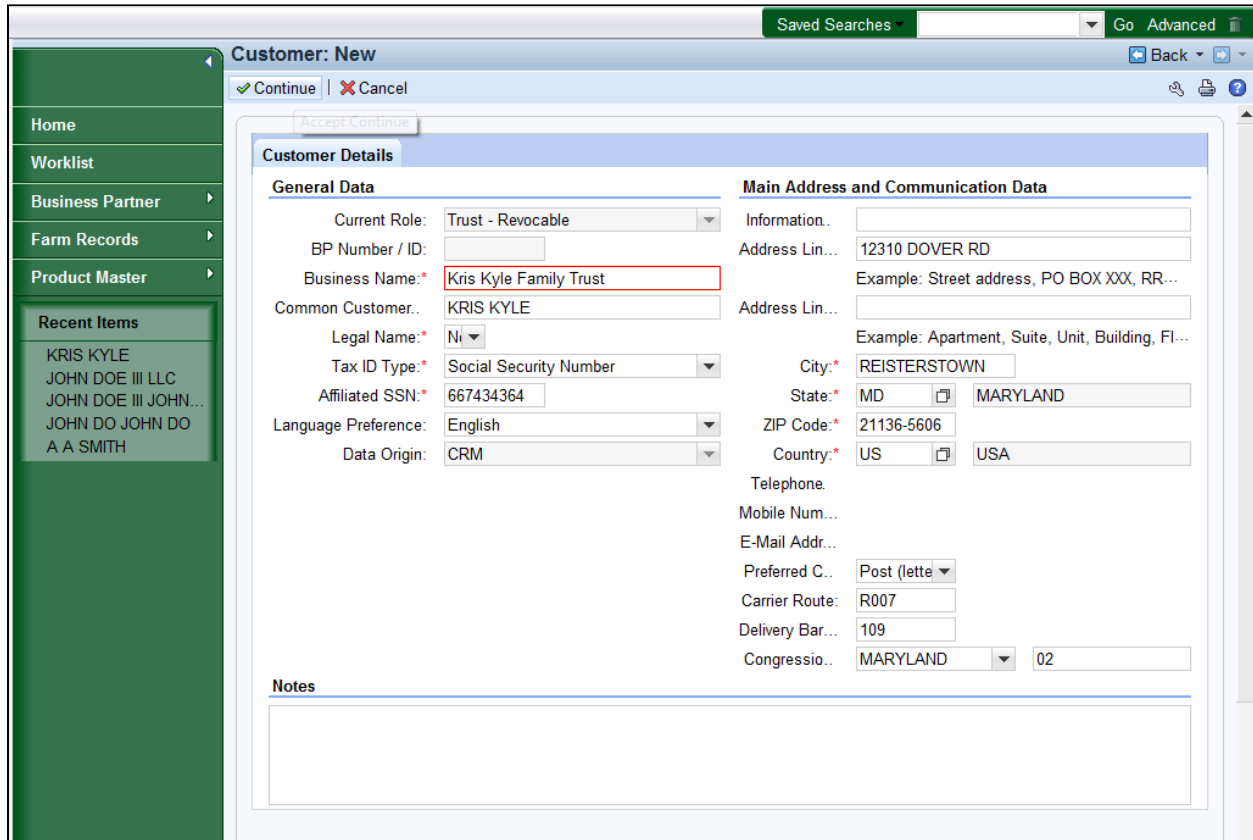
General Data	Main Address and Communication Data
Current Role: Trust - Revocable	Information:
BP Number / ID:	Address Lin... 12310 DOVER RD
Business Name:*	Example: Street address, PO BOX XXX, RR...
Common Customer: KRIS KYLE	Address Lin...
Legal Name:*	Example: Apartment, Suite, Unit, Building, Fl...
Tax ID Type: Social Security Number	City: REISTERSTOWN
Affiliated SSN: 667434364	State: MD MARYLAND
Language Preference: English	ZIP Code: 21136-5606
Data Origin: CRM	Country: US USA
	Telephone:
	Mobile Num...:
	E-Mail Addr...:
	Preferred C...: Post (lette)
	Carrier Route: R007
	Delivery Bar...: 109
	Congressio...: MARYLAND 02

Notes

17. As required, complete/review the following fields:

Field		Description
Business Name:	R	Business Partner name for corporation, LLC, general partnership, etc. Example: Kris Kyle Family Trust

Customer: New



Customer: New

Continue | Cancel

Customer Details

General Data

Current Role: Trust - Revocable

BP Number / ID:

Business Name*: Kris Kyle Family Trust

Common Customer: KRIS KYLE

Legal Name*: Ni

Tax ID Type*: Social Security Number

Affiliated SSN*: 667434364

Language Preference: English

Data Origin: CRM

Main Address and Communication Data

Information:

Address Lin...: 12310 DOVER RD

Example: Street address, PO BOX XXX, RR...

Address Lin...:

Example: Apartment, Suite, Unit, Building, Fl...

City*: REISTERSTOWN

State*: MD MARYLAND

ZIP Code*: 21136-5606

Country*: US USA

Telephone:

Mobile Num...:

E-Mail Addr...:

Preferred C...: Post (lette)

Carrier Route: R007

Delivery Bar...: 109

Congressio...: MARYLAND 02

Notes

18. Click the **Continue**  button.



Each member of the SSN Family will share the Anchor Individual's Social Security number.

Customer: New

Customer: New

Save | Cancel | Show Duplicates

Customer Details | Customer Profile | Roles | Identification Numbers | SCIMS Replication Status

General Data

Current Role: Trust - Revocable

BP Number / ID: 8000127081

Business Name*: Kris Kyle Family Trust

Common Customer.. KRIS KYLE

Legal Name*: N

Tax ID Type: Social Security Number

Affiliated SSN: 667434364

Language Preference: English

Data Origin: CRM

Main Address and Communication Data

Information.

Address Lin... 12310 DOVER RD

Example: Street address, PO BOX XXX, RR...

Address Lin...

Example: Apartment, Suite, Unit, Building, Fl...

City:* REISTERSTOWN

State:* MD MARYLAND

ZIP Code:* 21136-5606

Country:* US USA

Telephone. (667) 434-3644

Mobile Num...

E-Mail Addr... gmail@gmail.com

Preferred C.. Post (lette

Carrier Route: R007

Delivery Bar... 109

Congressio.. MARYLAND 02

Notes

19. Click the **Customer Profile** Customer Profile tab to complete the new customer record.

Customer: New

Customer: New

Save | Cancel | Show Duplicates

Customer Details | **Customer Profile** | Roles | Identification Numbers | SCIMS Replication Status

Gender: * Ethnicity: Not Hispanic or Latino

Gender Determinati.: Customer Declared Ethnicity Determina.: Customer Declared

Originating Country: USA

Mail Indicators

RMA: NRCS:

RD: FSA:

Race

Insert

Act...	Race	Race Determination
	White - Origins in original peoples of Europe, the Middle Ea	Customer Declared

Control Flags | Common Eligibility | Financial Service

Archived:

Inactive:

Restricted:

Addresses* | Address Types | Communication Numbers | E-Mails

20. Click the **Gender Determination:** dropdown list.



Customer: New

Customer: New

Save | Cancel | Show Duplicates

Customer Details | **Customer Profile** | Roles | Identification Numbers | SCIMS Replication Status

Gender: * Ethnicity: Not Hispanic or Latino

Gender Determinati...: Ethnicity Determinati...: Customer Declared

Originating Country:

Mail Indicators

RMA: NRCS:

RD: FSA:

Race

Insert

Act...	Race	Race Determination
<input type="checkbox"/>	White - Origins in original peoples of Europe, the Middle Ea	Customer Declared

Control Flags | Common Eligibility | Financial Service

Archived:

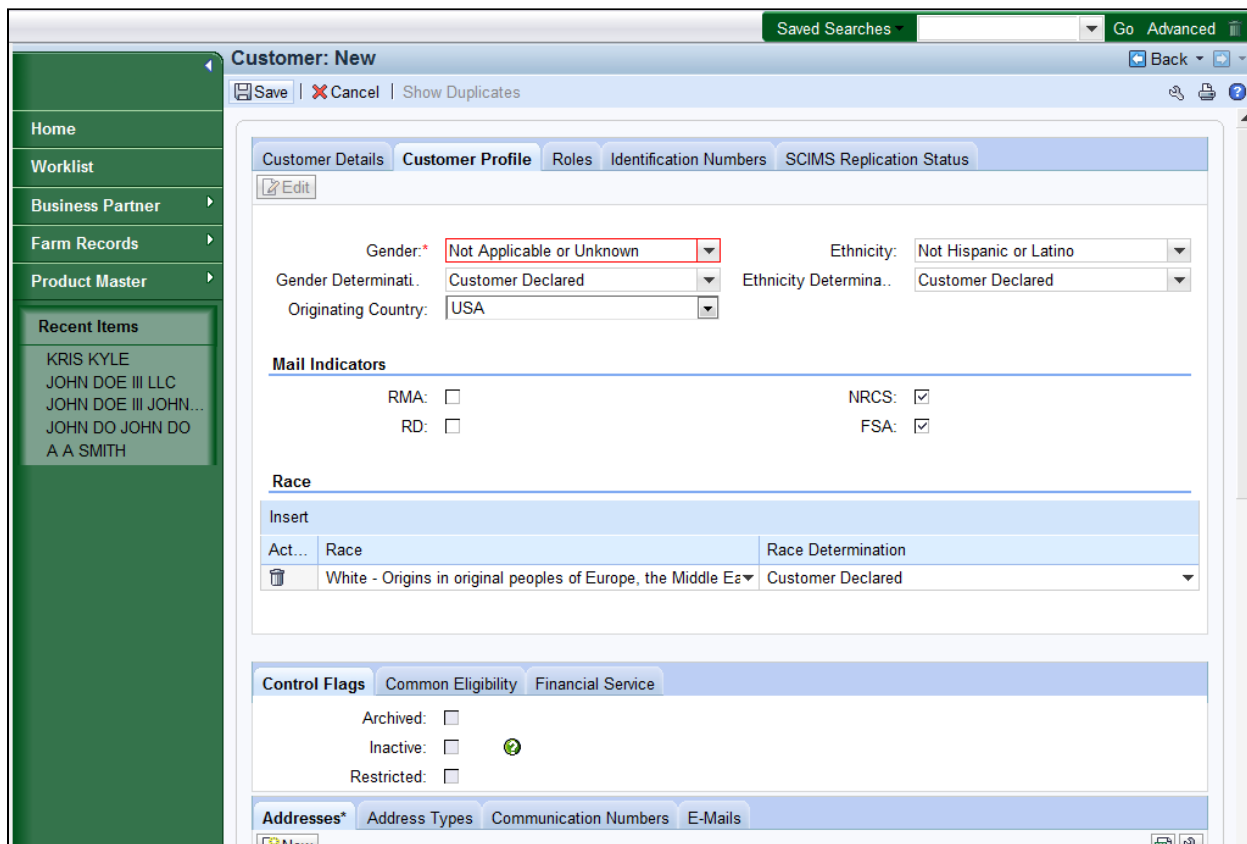
Inactive:


Restricted:

Addresses* | Address Types | Communication Numbers | E-Mails

21. Select **Not Applicable or Unknown** from the **Gender Determination** list.


Customer: New



22. Click the **Save**  button to create the new customer record.

TIN Validation



23. Click the **Ok**  button to confirm that the new BP record will join the SSN Family.



TIN/Name validation matches the SSN to an Individual and joins the SSN Family.



Customer: KRIS KYLE FAMILY TRUST

Customer: KRIS KYLE FAMILY TRUST

Save | Cancel | Copy | New | Show Duplicates | Key Field Change | More

Customer Details | **Customer Profile** | Roles | Identification Numbers | SCIMS Replication Status

Gender: Not Applicable or Unknown Ethnicity: Not Hispanic or Latino
 Gender Determination: Customer Declared Ethnicity Determina... Customer Declared
 Originating Country: USA

Mail Indicators

RMA: NRCS:
 RD: FSA:

Race

Act...	Race	Race Determination
	White - Origins in original peoples of Europe, the Middle E...	Customer Declared

Control Flags Common Eligibility Financial Service

Archived:
 Inactive:
 Restricted:

Addresses* Address Types Communication Numbers E-Mails

New

Actions	Address	Current	Valid From	Valid To
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24. Click Customer Details label **Customer Details** to view the SSN Family details.

Customer: KRIS KYLE FAMILY TRUST

Customer: KRIS KYLE FAMILY TRUST

Save | Cancel | Copy | New | Show Duplicates | Key Field Change | More

Customer Details | Customer Profile | Roles | Identification Numbers | SCIMS Replication Status

Edit | Tax ID History

General Data	Main Address and Communication Data
Current Role: Trust - Revocable	Information.
BP Number / ID: 8000127081	Address Lin... 12310 DOVER RD
Business Name: KRIS KYLE FAMILY TRUST	Example: Street address, PO BOX XXX, RR...
Common Customer.. KRIS KYLE	Address Lin...
Legal Name: No	Example: Apartment, Suite, Unit, Building, Fl...
Tax ID Type: Social Sec... ?	City: REISTERSTOWN
Affiliated SSN: 667434364 ?	State: MD MARYLAND
IRS Response Code: Error – TIN is not currently i...	ZIP Code: 21136-5606
IRS Attempts: 1	Country: US USA
Language Preference: English	Telephone. (667) 434-3644
Data Origin: CRM	Mobile Num...
	E-Mail Addr... gmail@gmail.com
	Preferred C.. Post (letter)
	Carrier Route: R007
	Delivery Bar... 109
	Congressio.. MARYLAND 02

Notes

25. Scroll down to the **Representative Capacity** assignment block to view the **SSN Family** Tab.



The SSN is stored on the Non-Anchor member's record in the Affiliated SSN field.

Customer: KRIS KYLE FAMILY TRUST

Customer: KRIS KYLE FAMILY TRUST

Save | Cancel | Copy | New | Show Duplicates | Key Field Change | More

Inactive:

Restricted:

Addresses* | Address Types | Communication Numbers | E-Mails

New

Actions	Address	Current	Valid From	Valid To
	12310 DOVER RD / REISTERSTOWN MD 2113...	<input checked="" type="checkbox"/>	01/19/2015	12/31/9999

Representative Capacity | Relationships | Member Signatures | **SSN Family**

New | History Data

No result found

Program Participation* | Associated Counties

Edit

Act...	Customer Type	Servicin...	Organization Description	General Program I...	Current Participant
	FSA CUSTOMER	62623	BALTIMORE COUNTY FARM SER...	Has interest in the...	Currently enrolled...

Member Share Percentage

Detailed View

Hierarchy N...	Description	Valid From	Valid To	Share Perc...	Account S...	Determinati...	Position Tit...
No result found							

Attachments | Change History

Folder | Attachment | URL | With Template | | | | More

Name	Description	Created By	Created On	File Name
No result found				


26. Click the **SSN Family** **SSN Family** tab.

Customer: KRIS KYLE

Customer: KRIS KYLE FAMILY TRUST


Save | Cancel | Copy | New | Show Duplicates | Key Field Change | More

Control Flags | Common Eligibility | Financial Service

Archived:
 Inactive: 
 Restricted:

Addresses* | Address Types | Communication Numbers | E-Mails

New

Actions	Address	Current	Valid From	Valid To
	12310 DOVER RD / REISTERSTOWN MD 2113...	<input checked="" type="checkbox"/>	01/19/2015	12/31/9999

Representative Capacity | Relationships | **SSN Family**

BP Number / ID	Designated Pa...	Current Role	Name	Inactive
8000127055	<input checked="" type="checkbox"/>	Individual	KRIS KYLE	
8000127081	<input type="checkbox"/>	Trust - Revocable	KRIS KYLE	

Program Participation* | Associated Counties

Edit

Act...	Customer Type	Servic...	Organization Description	General Program I...	Current Participant
FSA CUSTOMER		62623	BALTIMORE COUNTY FARM SER...	Has interest in the...	Currently enrolled...

Attachments | Change History

Folder | Attachment | URL | With Template | More

Name	Description	Created By	Created On	File Name
------	-------------	------------	------------	-----------

27. Click the **Home**  button. You have completed that transaction.

 The Individual Anchor and the Revocable Trust are now part of the SSN Family.

not modify the Designated Payment Entity (DPE) flag for an SSN Family AIDAS CRM as it can create a duplicate payment.

Please keep the DPE assigned to the same entity that held the SSN in SCIMS and previously received payment.



Result

You have successfully created an SSN Family.