

#### 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	<b>f</b>	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 <b>MUST</b> be completed or another trigger that



		should be started and is related to the procedure.
Acritical note	$\bigotimes$	Use this note to specify something that <b>MUST NOT</b> be done during the procedure.
Contact someone	C	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 <b>reference</b> 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

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- 2. Click the **Business Partner** 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

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KRIS KYLE JOHN DOE III LLC JOHN DOE III JOHN JOHN DO JOHN DO A A SMITH				

**3.** Click the **Search Customers/Contacts Search Customers/Contacts** link to go to the Search: Customers page.



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JOHN DO JOHN DO		Tax ID Number	-	is	-			00			
A A SMITH		Tax ID Type	-	is	-		-	00			
		Archived Flag	-	is	-	Not Set	-	00			
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		IRS Response Code	-	is	-		-	00			
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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	0	Business Partner's First Name
		Example: Kris



Field	R/O/C	Description
Last Name	0	Business Partner's Last Name
		<b>Example:</b> Kyle

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



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



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Home Search for: All Accounts	<b></b>									
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8. Click the KRIS KYLE KRIS KYLE link to view the BP record.



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A A SMITH	Common Customer KRIS KYLE	ZIP Code: 21136-5606	
	Legal Name: No	Country: US USA	
	Language Preference: English	Telephone. (667) 434-3644	
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9. Click the Edit **Edit** button.



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



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



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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 plocks 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**

Ple	Please choose the assignment blocks to Copy new BP					
2	Assignment blocks					
	Customer Details					
	Customer Profile					
	SSN Family					
	Addresses					
	Address Types					
	Communication Numbers					
	E-Mails					
	Program Participation					
	Associated Counties					
Ch	Choose Cancel					

**13.** Click Assignment blocks 🖻 button.

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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					
码 Assignment blocks					
Customer Details					
Customer Profile					
SSN Family					
Addresses					
Address Types					
Communication Numbers					
E-Mails					
Program Participation					
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Choose Cancel					

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



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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.

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		🖉 Continue 🕴 🗙 Cancel							s =	• 🕜
Home										<b>^</b>
Worklist		Customer Details								
Business Partner	•	General Data			Main Address	and Corr	muni	cation D	Data	
		Current Role:*		-	Information.					
Farm Records		BP Number / ID:	Limited Linkility Company		Address Lin	12310 D	OVER	RD		
Product Master	Þ	Prefix:	Trust - Revocable			Example	: Stree	et addres	ss, PO BOX XXX, RR…	
Recent Items		First Name:*	KRIS		Address Lin					
	-	Middle Name:				Example	: Apar	tment, S	Suite, Unit, Building, Fl	
JOHN DOE III LLC		Last Name:*	KYLE		City:*	REISTE	RSTO	WN		
JOHN DOE III JOHN		Suffix:	•		State:*	MD	D	MARY	/LAND	
JOHN DO JOHN DO		Common Customer	KRIS KYLE		ZIP Code:*	21136-5	606			
A A SMITH		Legal Name:*	N: •		Country:*	US	đ	USA		
		Language Preference:	English 🔻		Telephone.					
		Data Origin:	CRM	-	Mobile Num					
		Tax ID Type:*	Social Security Number	-	E-Mail Addr					
		Tax ID Number:*	667434364		Preferred C	Post (let	tte 🔻			
					Carrier Route:	R007				
					Delivery Bar	109				
					Congressio	MARYL	AND	•	02	
		Notes								

16. Select Trust - Revocable Trust - Revocable

from the list.

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

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	Customer: New				C Back 👻 🖸
	🗸 Continue 🕴 🗙 Cancel				ب 🖨 🔇
Home					) :
Worklist	Customer Details				
Business Partner	General Data		Main Address	and Communi	cation Data
	Current Role:	Trust - Revocable	Information.		
Farm Records	BP Number / ID:		Address Lin	12310 DOVER	RD
Product Master	Business Name:*		]	Example: Stree	et address, PO BOX XXX, RR…
Recent Items	Common Customer	KRIS KYLE	Address Lin		
	Legal Name:*	N -		Example: Apar	tment, Suite, Unit, Building, Fl
JOHN DOE III LLC	Tax ID Type:*	Social Security Number 🔻	City:*	REISTERSTO	WN
JOHN DOE III JOHN	Affiliated SSN:*	667434364	State:*	MD 🗇	MARYLAND
JOHN DO JOHN DO	Language Preference:	English 🔻	ZIP Code:*	21136-5606	
A A SMITH	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



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		🖉 Continue   🗙 Cancel					es.	🖨 😮
Home		Accept Continue						
Worklist		Customer Details						
Business Partner	•	General Data			Main Address	and Communi	cation Data	
	•	Current Role:	Trust - Revocable	•	Information.			
Farm Records		BP Number / ID:			Address Lin	12310 DOVER	RD	
Product Master	Þ	Business Name:*	Kris Kyle Family Trust			Example: Stree	et address, PO BOX XXX, RR…	
Recent Items		Common Customer	KRIS KYLE		Address Lin			
		Legal Name:*	Ni 🖛			Example: Apar	tment, Suite, Unit, Building, Fl	
JOHN DOE III LLC		Tax ID Type:*	Social Security Number	•	City:*	REISTERSTO	WN	
JOHN DOE III JOHI	N	Affiliated SSN:*	667434364		State:*	MD 🗇	MARYLAND	
JOHN DO JOHN DO	0	Language Preference:	English	•	ZIP Code:*	21136-5606		
A A SMITH		Data Origin:	CRM	-	Country:*	US 🗇	USA	
					Telephone.			
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					Carrier Route:	R007		
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		Notes						

- **18.** Click the **Continue** <a>Continue</a> button.
  - Æ

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



				Saved Sea	irches -	✓ Go Advanced 前
l i i i i i i i i i i i i i i i i i i i	Customer: New					🕒 Back 👻 🗔 👻
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Home						<b>^</b>
Worklist	Customer Details Cus	tomer Profile Roles Ident	ification Num	bers SCIMS R	eplication Status	
Business Partner	Edit STax ID Histor	/				
	General Data			Main Address	and Communic	cation Data
Farm Records	Current Role:	Trust - Revocable	•	Information.		
Product Master	BP Number / ID:	8000127081		Address Lin	12310 DOVER	RD
Descert Harris	Business Name:*	Kris Kyle Family Trust			Example: Stree	t address, PO BOX XXX, RR
Recent Items	Common Customer	KRIS KYLE		Address Lin		
	Legal Name:*	Ne 🖛			Example: Apart	tment, Suite, Unit, Building, FI
JOHN DOE III JOHN	Tax ID Type:	Social Security Number	-	City:*	REISTERSTON	WN
JOHN DO JOHN DO	Affiliated SSN:	667434364		State:*	MD 🗇	MARYLAND
A A SMITH	Language Preference:	English	-	ZIP Code:*	21136-5606	
	Data Origin:	CRM	-	Country:*	US 🗇	USA
				Telephone.	(667) 434-3644	
				Mobile Num		
				E-Mail Addr	gmail@gmail.co	om
				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.



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	Save   X Cancel   Show Duplicates	ې 🖨 👔
Home		
Worklist	Customer Details Customer Profile Roles Identification Numbers SC	SCIMS Replication Status
Business Partner	Edit	
Farm Records	Gender:*	Ethnicity: Not Hispanic or Latino
Product Master	Gender Determinati. Customer Declared 💌 Ethnicity	ity Determina Customer Declared 💌
De ch	Originating Country: USA	
Recent Items		
JOHN DOF JULI C	Mail Indicators	
JOHN DOE III JOHN	RMA:	NRCS:
JOHN DO JOHN DO	RD:	FSA:
A A SMITH		
	Race	
	Insert	
	Act Race Race	ce Determination
	White - Origins in original peoples of Europe, the Middle Ea▼ Custo	stomer Declared 💌
	Control Flags Common Eligibility Financial Service	
	Archived:	
	Restricted:	
	Addresses* Address Types Communication Numbers E-Mails	
	2 Now	E Contraction of the contraction

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



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	Save   X Cancel   Show Duplicates	ې 🖨 📀
Home		<b>^</b>
Worklist	Customer Details Customer Profile Roles Identification Numbers SCIMS Replication Status	
Business Partner		
Farm Records	Gender:* Ethnicity: Not Hispanic or Latino	•
Product Master	Gender Determinati.	•
Recent Items	Originating Country: Organization/Female Owned Organization/Male Owned	
JOHN DOE III LLC	Mail Indicators [Organization/Other (no clear male/female ownership)]	
JOHN DOE III JOHN	RMA: NRCS: 🗹	
JOHN DO JOHN DO A A SMITH	RD: L FSA: M	
	Race	
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	White - Origins in original peoples of Europe, the Middle Ea▼ Customer Declared	-
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	Addresses* Address Types Communication Numbers E-Mails	
	[℃ New	A A

# 21. Select Not Applicable or Unknown Not Applicable or Unknown Determination list.

from the Gender



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( ) ( )	Customer: New	🖸 Back 🝷 🗋 👻		
	Save   X Cancel   Show Duplicates	ې 🖨 🔇		
Home		<b>^</b>		
Worklist	Customer Details Customer Profile Roles Identification Numbers SCIMS Replication Status			
Business Partner	Z Edit			
Farm Records	Gender:* Not Applicable or Unknown   Ethnicity: Not Hispanic or Latino	-		
Product Master	Gender Determinati. Customer Declared 🔻 Ethnicity Determina Customer Declared	-		
Desent Items	Originating Country: USA			
KRIS KYLE JOHN DOE III LLC	Mail Indicators			
JOHN DOE III JOHN	RMA: C NRCS: C			
JOHN DO JOHN DO A A SMITH	RD: 🗋 FSA: 🗹			
	Race			
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	Restricted:	Saved Searches		
	Addresses* Address Types Communication Numbers E-Mails			
		<b>61</b> 0		

22. Click the Save Bave 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

	Saved Searches *	✓ Go Advanced
	Customer: KRIS KYLE FAMILY TRUST	🔄 Back 👻 🖸 👻
	Bave   ★Cancel   Copy   PNew   Show Duplicates   Key Field Change   More -	<b>L (1)</b> 💐 🖨 🕜
Home		<b>^</b>
Worklist	Customer Details Customer Profile Roles Identification Numbers SCIMS Replication Status	
Business Partner	L <u>Z</u> Edit	
Farm Records	Gender: Not Applicable or Unknown Ethnicity: Not Hispanic or Latino	
Product Master	Gender Determination: Customer Declared Ethnicity Determina Customer Declared	
Recent Items	Originating Country: USA	
KRIS KYLE	Mail Indicators	
JOHN DOE III LLC	RMA: NRCS: 🗹	
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24. Click Customer Details label Customer Details to view the SSN Family details.



# Customer: KRIS KYLE FAMILY TRUST

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		Customer: KRIS KYLE	FAMILY TRUST					🖸 Back	• 🖸 •
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Home									
Worklist		Customer Details Cu	stomer Profile Roles	Identification Numb	ers SCIMS F	Replication Statu	s		
Business Partner	Þ	Ceneral Data	У		Main Address	and Commun	ication Data		
Farm Records	Þ	General Data	Truck Develop		Main Address	and Commun			
		Current Role:	Trust - Revocable		Information.				
Product Master		BP Number / ID:		TDUCT	Address Lin	TZ310 DOVER			
Recent Items		Business Name:		IRUSI	A	Example: Stre	et address, PO BO	JX XXX, RR…	
KRIS KYLE		Common Customer.	KRIS KTLE		Address Lin	European Arra	tores Oute Unit	Duilding D	
JOHN DOE III LLC		Legal Name.	NO Social Soc.		City		nment, Suite, Onit Wiki	, building, Fi	
JOHN DOE III JOHN		Affiliated SSN:			City.	MD			
A A SMITH		IPS Paspapea Code:	Error TIN is not our	opthy i	ZID Code:	21136 5606	MARTLAND		
		IDS Attempte:	1	entry I	Country:	21130-3000			
		Language Preference:	English		Telephone	(667) //3/-36/	1		
		Data Origin:	CRM		Mobile Num	(007) 434-304-			
		butu origin.	ortivi		E-Mail Addr	amail@amail.a	om		
					Preferred C	Post (letter)			
					Carrier Route:	R007			
					Delivery Bar	109			
					Congressio	MARYLAND	02		
		Notes			5				

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

					Save	ed Searches 👻		▼ Go Advanced mi
		ustomer: KRIS KYLE	FAMILY TRUST					🔄 Back 🝷 🗔 👻
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Business Partner		New						<u>ک</u>
Farm Records	•	Actions Address		C	urrent V	alid From	Valid To	
Product Master		2 12310 DOVER	R RD / REISTERSTOW	NMD 2113	✓ 0 <sup>-</sup>	1/19/2015	12/31/9999	
Recent Items		Representative Capacit	y Relationships Me	mber Signatures	SSN Fam	nily		
		PNew History Data						<b></b>
JOHN DOE III LLC		No result found						
JOHN DOE III JOHN		Program Participation*	Associated Counties					
A A SMITH		[⊉ Edit	L					<b>a</b>
		Act Customer Type	Servicin	Organization Des	cription	General Pr	ogram I Curre	ent Participant
		FSA CUSTOME	R 62623	BALTIMORE COL	INTY FAR	M SER Has interes	t in the Curre	ntly enrolled
		Member Share Percent	age					
		Detailed View	_					<u>ک</u>
		Hierarchy N Des	cription Valid From	Valid To	Share F	Perc Account S	Determinati	Position Tit
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		Name	Description	Created By		Created On	File Nam	e
		No result found	·					

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



				Saved S	earches -	•	Go Advanced	
	Customer: KRIS KYLE	FAMILY TRUS	т				🖸 Back 👻 🖸	
	🖫 Save   🗙 Cancel   Copy	PNew   Show	Duplicates   Key Fi	ield Change   N	/lore ≠		옷 븝 (	
Home								
Worklist								
Business Partner	Control Flags Common	h Eligibility Finan	cial Service					
Earm Docorde	Archived:							
	Inactive:							
Product Master	Restricted:							
Recent Items	Addresses* Address Ty	/pes Communica	tion Numbers E-Ma	ails				
KRIS KYLE	<b>New</b>						<b>B</b>	
KRIS KYLE	Actions Address			Current Valid	From	Valid To		
JOHN DOE III LLC	Image: Interpretent of the state							
JOHN DO JOHN DO	Representative Capacity	Relationships S	SN Family					
							<b>B</b>	
	BP Number / ID Desi	gnated Pa Cur	rent Role	Name			Inactive	
	♥ 8000127055	🗹 Indi	vidual	KRIS KYLE				
	8000127081	Tru:	st - Revocable	KRIS KYLE				
	Program Participation*	Associated Cour	nties					
	Edit						6	
	Act Customer Type	Servicin.	. Organization De	scription	General Prog	gram I Current	Participant	
	FSA CUSTOMER 62623 BALTIMORE COUNTY FARM SER Has interest in the Currently enrolled							
	Attachmente Change History							
	ratuennente enanger	increasing and a second s					<b>a</b>	
	Polder PAttachmer	it 🕒 URL 🔮 Wi	th Template 🍵 🗈	) 🔀 🖺 🛙 Mor	e∓			
	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 /IIDAS 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.

BP\_Create\_SSN\_Family\_v3



# Result

You have successfully created an SSN Family.