

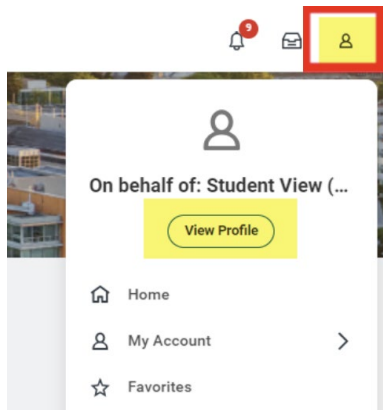
UBC Graduate and Postdoctoral Studies

Adding your Social Insurance Number (SIN) or International Tax Number (ITN)

How to add or edit your SIN or ITN

First, go to your profile in Workday

1. Log into your Workday account at myworkday.ubc.ca.
2. On the Workday home screen, click your user icon in the top right corner.
3. Click the "View Profile" button in the pop up menu.



Next, go to your personal information

1. Click the "Personal" tab in the left menu.
2. Click the "IDs" tab in the top menu.

UBC Graduate and Postdoctoral Studies

Student View Preferred Name (STUVIEW787)
She/They
Student | University of British Columbia

Actions

Summary
Personal
Academics

Names Personal Information **IDs** Residency Additional Data

Edit

National IDs 1 item

Country	National ID Type	Identification #
Canada	Social Insurance Number (SIN)	XXX XXX XXX

Add or update your SIN or ITN

1. Click the "Edit" button in your IDs view.
2. Read the information in blue text. It provides additional information for adding your SIN or ITN number.
3. To update your SIN number:
 - a. Click the plus sign in the top left of the "National IDs" table.
 - b. Enter 'Canada' in the "Country" box.
 - c. Select 'Social Insurance Number' under "National ID Type".
 - d. Add your SIN number in the "Current ID" box.
 - e. Update the "Issued Date" and "Expiration Date" boxes.
4. To update your ITN number:
 - a. Click the plus sign in the top left of the "Government IDs" table.
 - b. Enter 'Canada' in the "Country" box.
 - c. Select 'Individual Tax Number' under "Government ID Type".
 - d. Add your ID number in the "Identification #" box.
 - e. Update the "Issued Date" and "Expiration Date" boxes.

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- Please check that the information is correct before proceeding, since you will not be able to see your SIN or ITN numbers in full through your Workday profile.
- Click the orange "Submit" button to save your changes.

Change My Government IDs Student View Preferred Name (STUVIEW787)

Students

- If you have a Canadian Social Insurance Number, please add it in the "National IDs" section to receive tax forms from UBC. When adding an entry, first select Canada as the country before filling out the remaining information.
- If you do not have a Canadian Social Insurance Number, but you have an Individual Tax Number (ITN) instead, you can add this in the "Government IDs" section. Select Canada as the country and choose Individual Tax Number as the Government ID Type.

National IDs 1 item

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Set Verification To Current User	Verification Date
Canada	Social Insurance Number (SIN)	XXX XXX XXX						<input type="checkbox"/>	2024-02-10

Government IDs 1 item

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
Canada	Individual Tax Number		YYYY-MM-DD	YYYY-MM-DD	2024-02-18	

enter your comment

Submit **Save for Later** **Cancel**

View your changes

You can view your changes and confirm that your SIN or ITN has been added to your record by returning to your IDs view on your "Personal" tab in your profile. Follow the previous instructions for going to your personal information.

You will see that you have a SIN on record. However, your number will not be shown on screen. Instead, you will see "XXX XXX XXX". Your SIN number will only be visible to staff that require it for their work.

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Actions

- Summary
- Personal**
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Names **Personal Information** **IDs** **Residency** **Additional Data**

Edit

National IDs 1 item

Country	National ID Type	Identification #	Issued Date	Expiration
Canada	Social Insurance Number (SIN)	XXX XXX XXX		

Additional Government IDs 1 item

Country	Government ID Type	Identification #	Issued Date
Canada	Individual Tax Number	12345678	