Purpose

This is a reference guide for University of Notre Dame staff and faculty members regarding proper use of Social Security Number (SSN) on Non-Employee Payment for Services (NEPS) form.   SSN is required information for tax purposes but it may already exist in Banner due to previous payments to an individual. In these cases, The NDID/Vendor number may be provided to correctly identify a payee. The NDID is a nine digit number beginning with "9".

Finding the NDID/Vendor number

There are two methods in which you may obtain the unique identifier NDID.   The number may be viewed in GLEZ linked to previous transactions and in Banner form SPAIDEN as part of payee/vendor record.

GLEZ –

If you know that your department has paid the individual on the NEPS form in the past, use your GLEZ access to view a past transaction.

1) Access the report for the Fund-Organization in which the payment was made.
2) Drill down to *Transaction Detail Report* for the specific account code.
3) Find the payee name in *Description* column. It will have two links indicated by underlined information. A NEPS payment is clearly identified in column to right of payee titled *Inv_Code* by a prefix of NEPS. In the past a NEPS payment had a prefix of IPS which was the previous name of the NEPS form.
4) The link in *Document Code* column is to a banner document and should begin with "I0" followed by six numbers. The other link in the *Image* column simply says "VIEW" and is a scan of the NEPS form.
5) If you access the Banner document (I0xxxxxx), scroll down "1099 Tax Id" field to ensure there is a redacted SSN.   If SSN is present, scroll to "Vendor" field and the NDID is listed. If not, please obtain the payee's SSN.
6) If you view the scan, the NDID is in "*For Accounting Use Only:*" box.
7) To the right of the entire SSN field of NEPS form, write NDID followed by the 9 digit number (9xxxxxxxx). To avoid confusion, please do not write in blank of the SSN field.

SPAIDEN–

If you believe this is the first payment to the individual or cannot find a past payment use a SPAIDEN query to determine if the individual is in the system due to a payment by another department.

1) Access the SPAIDEN form and initiate a search by clicking on the down arrow next to the ID box and then clicking on *Person Search*.
2) Enter the last name and first name in the appropriate fields and execute the query by hitting the icon or F8. The search is not case sensitive so capitalization is not required.   If no results are returned, check spelling or initiate query without a first name.
3) If the payee name is returned, click on *Select* icon.
4) After SPAIDEN front page re-appears, hit next block to view NDID.
5) Click address tab to verify address.   Occasionally a different address appears as Payee may submit a business address or another alternate address for payment. Ask payee if you have any concerns about address.
6) Click "Biographical" tab to ensure a redacted SSN is present. If not, please obtain payee's SSN.
7) To the right of the entire SSN field of NEPS form, write NDID followed by the 9 digit number (9xxxxxxxx). To avoid confusion, please do not write in blank of the SSN field.

SSN if no previous payments exist

If no previous payments are evident, it is necessary to request the individual's SSN.   Or, if you have any doubts at all about the correct identity of a payee, it may still be necessary to secure an SSN. Tax reporting is based on cumulative annual amounts for the University so it is required that the SSN be collected if it has not been previously recorded in University records.

1) Enter all information except the SSN on the NEPS form.
2) If your department retains a copy of form, make a copy before entering the SSN.   The Controller's group is the official record keeper for SSN so you may wish to review necessity of retaining a copy. The information is available through GLEZ as noted in previous section.
3) Enter SSN on form, obtain required approvals and send to Accounts Payable in a sealed envelope.