Health care reform regulations require Cornell to report health coverage information to the IRS. The reports Cornell generates will be based on you and your family’s participation in a Cornell health insurance plan, and will be like the annual W-2 reporting on wages and salaries -- with a copy sent to you and a copy to the IRS. Your copy will be the verification you need to prove that you and your family fulfilled the mandate under the law to participate in a health plan each month of the calendar year. You can help us provide the IRS with complete records of all dependent Social Security numbers by using the secure Workday site: https://workday.cornell.edu

How can I securely provide Cornell with the SSNs of my dependents?

Go to Workday: https://workday.cornell.edu/

- Login using your Cornell net ID and password
- Click Benefits icon; more options will appear
- Click Dependents under the “Change” heading
- Click Edit for the dependent whose Social Security number you wish to add
- Click the plus sign (+) next to “National IDs”
- For National ID type, click the dialogue box and choose Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN). (If you are unsure about which one to choose, it should be indicated on your dependent’s card. If your dependent is a US citizen, it will be a Social Security number).
- Type the number in the “Identification” box
- Click the green Submit button at the bottom.

Follow this process to add a Social Security Number or ITIN (Tax Payer Identification Number) for each dependent.

How can I verify that my dependent’s Social Security Number(s) are in Workday?

Once the Social Security data has been entered, you will be able to verify this information by going into Workday>click on Benefits>click on Dependents. Then you will need to click on the name of each of your dependents and then click on ‘National IDs.’ The SSN will be masked for security reasons and will only show the last four digits.

What if my dependents will never have an SSN?

If your dependent(s) do not have an SSN, please provide the ITIN (Taxpayer Identification Number). If your spouse or child is not a US citizen and is not eligible to work in the United States and will not have a Social Security Number or ITIN, please send an email to benefits@cornell.edu and we will update your information.

More Details: