

# TINS Payee Number Matrix

Defines when to use the appropriate TIN prefix (1, 2, 3 or 7) by process or function for online and batch transactions

Process or Function	TINS Screen	Online Entry			Batch		
		2 TIN	7 TIN	1 or 3 TIN	2 TIN	7 TIN	1 or 3 TIN
<b>Payee/Mail Code Setup</b>							
Initial Payee Setup • Payee Master Setup • Mail Code Setup	PMSTUP PMCTUP	Req	N	Req	Req	N	Req
New Mail Code Setups (Payee already on file)	PMCTUP	N	Req	Req	Y	Y	Req
<b>Payee/Mail Code Changes</b>							
Payee Master Changes	PCHGMS	N	Req	Req	N	Req	Req
Mail Code Changes	PCHGMC	N	Req	Req	N	Req	Req
<b>Direct Deposit</b>							
Setups	PDDSUP	N	Req	Req	Y	Y	Req
Changes	PDDCHG	N	Req	Req	N	Req	Req
Cancellations	PDDCAN	N	Req	Req	N	Req	Req
<b>Holds</b>							
Setups	PHDSUP	Req	N	Req	Req	N	Req
Changes	PHDCHG	Y	Y	Req	Y	Y	Req
Releases	PHDREL	Y	Y	Req	Y	Y	Req
<b>Bankruptcy</b>							
Setups	BKRUPD	N	Req	Req	N/A	N/A	N/A
Changes	BKRUPD	N	Req	Req	N/A	N/A	N/A
Deletes	BKRUPD	N	Req	Req	N/A	N/A	N/A
<b>Inquiry</b>							
All Screens	See Appendix F	Y	Y	Y	N/A	N/A	N/A
<b>USAS Transactions</b>							
Within Four-Day Grace Period*	N/A	Y	Y	Req	Y	Y	Req
Past Four-Day Grace Period*	N/A	N	Req	Req	N	Req	Req

<b>Legend</b> <b>N</b> = Not Allowed <b>Y</b> = Allowed <b>Req</b> = Required <b>N/A</b> = Not Applicable	<b>Definitions</b> <b>TIN:</b> Texas Identification Number <b>EIN:</b> Employer Identification Number <b>SSN:</b> Social Security number <b>ITIN:</b> Individual Taxpayer Identification Number <b>1 TIN:</b> Based on EIN <b>2 TIN:</b> Based on SSN or ITIN <b>3 TIN:</b> Comptroller-assigned TIN <b>7 TIN:</b> Comptroller-assigned random-based number
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**\*Note:** The four business days following the process date of the TINS payee and mail code set up is known as the *four-day grace period*. During the grace period, a user may process a payment in USAS by entering a 2 followed by the payee's SSN or ITIN in the vendor number field. USAS automatically converts the submitted number to the randomly assigned payee number that begins with 7. After the four-day grace period, USAS returns an error message and requires the user to enter the payee number that begins with 7.