



PIH.RHIIP.TA Message # 2011-48 Distributed on August 5, 2011

Tip of the Day: How to correct the head of household's social security number (SSN) on form HUD-50058.

If the Enterprise Income Verification (EIV) system's Identity Verification Report indicates that the head of household (HOH) SSN reported on line 3n of the form HUD-50058 is incorrect, use the Office of Public and Indian Housing Information Center (PIC) Tenant ID Management tool to change the SSN as outlined on page 15 of the *Job Aid for Tenant ID Management* (published May 4, 2011) which is available online at: http://portal.hud.gov/hudportal/documents/huddoc?id=job_aid_tenant_id-mgt.pdf.

Excerpt from page 15 of Job Aid for Tenant ID Management:

Change SSN to new SSN*

Click —Replace ID|| on the blue bar. The screen below appears. Click the appropriate Modification Type —SSN to SSN||. Input the SSN to be replaced and the new SSN with which to replace it. ***NOTE: You must never use this screen to replace a “dummy SSN” of the type (“999999999”, etc.) formerly used for household members who had no SSN.**

Select the —Invalid/Duplicate Status|| that matches the —Invalid/Duplicate Status|| in the Invalid Tenant ID Report and choose a —Reason|| by clicking to highlight your choice, then enter a comment in explanation as shown in the screen below. Click —Save|| to initiate the transaction. The update is done by an overnight process and will replace all instances of the SSN specified with the new SSN provided throughout the agency's tenant data by the following morning.

If you choose an —Invalid/Duplicate Status|| that does not match the Invalid Tenant ID Report, the replacement process will fail. The result in either case will be reflected in the Tenant ID Modification Report the following day.

Send inquiries regarding the content of this message to PIH.RHIIP.TA@HUD.GOV.