Duke ClinCard System
TIN Validation

TIN Validation

TIN (Taxpayer Identification Number) validation is an extension of Greenphire Tax Management designed to help users comply with U.S. federal tax regulation by supporting real-time TIN validation in the portal. TIN is commonly referred to as the participant’s SSN (social security number) in the U.S. If this feature is configured, when a site coordinator enters in a study participant’s TIN, it will be immediately checked against an IRS database and the site coordinator will be informed of the TIN’s validity.

Subject Registration Page

- Any new study participant that is registered after TIN validation is turned on will go through the validation process. If a study participant was previously enrolled in a study, prior to the client turning on TIN validation then those participants will stay not validated until their profile is manually updated.

- Once a site coordinator registers a Subject, where they will collect the SSN and other necessary registration information, they will click the “Register” button. This may take a few seconds to process, as the TIN validation occurs, but will then proceed to the Subject Information screen where a site coordinator will receive the following TIN alerts based on the information provided:

  1) If a successful TIN-Name combination is provided.
2) If an invalid TIN-Name combination is provided they will receive an alert. The system will allow the site coordinator to proceed and the alert banner will display.

Subject Information Page

- A banner displays to notify Site Coordinators that they should attempt to retrieve a TIN from the study participant. Collecting the participant’s TIN disables this banner.
• If the site coordinator previously saved an invalid TIN-Name Combination they will receive a banner reminding them that the participants TIN and Name combination is invalid until updated.

• If the site coordinator previously saved a DUID in place of a TIN, they will also receive a banner reminding them that the participants TIN and Name combination is invalid until updated. In this situation, the error can be ignored and the site coordinator should continue with setting up the participant.

• Employee Travel & Reimbursement will update all participant profiles with DUID’s in the TIN field to reflect the participants correct TIN. An employee’s DUID should be entered in the TIN field with leading zero's to satisfy the requirement for number of digits needed. Nine digits are required in the TIN field. Example of how to enter a DUID: 000123456.

• Either banner can be clicked on and in doing so will open a new screen that allows Site Coordinators to enter the participant’s TIN. There is also a tooltip that displays when hovering over the info icon. A validation takes place at save that checks the entered TIN is properly formatted.
• If an incorrect TIN-Name combination is entered in, you will receive an error message. Please note: Only a valid TIN-Name combination will allow you to save from this screen.

• Once the correct TIN and Name combination is created you will receive a successful message
Edit Subject Information

• A site coordinator can also update a study participant’s TIN on the Edit Subject page.
• TIN validation will occur only if the study participants Name or TIN fields are updated on this page.
Data Entry Limits

- A Site Coordinator may attempt to enter in the study participant’s legal first name, last name, and TIN combination, for validation, up to 4 times before the system will block the user from additional submissions. This assumes the previous 4 validations result in an invalid response. The following error will appear, and the system will reset daily.
Tax Identification Number (TIN)

Please enter the study participant's TIN or continue without one.

Tax Identification Number (TIN) *

155525252

TIN validations have exceeded user's limit. Try again tomorrow.

First name *

ARLENE

Last name *

smith

SAVE CANCEL