

Federal TAX ID Number (TIN) Reporting

Follow these instructions to complete the annual Federal Tax ID Number (TIN) reporting requirement. (**Note:** The Federal Tax ID must be reported each fiscal year (July 1st – June 30th) even if TAX ID reporting does not apply to you or there is no change from the previous year.)

1. After successful login into AIS the My Profile > Personal Details screen should appear:
 - a. The **Federal Tax ID compliance message** will display if TIN reporting has not been completed for the current fiscal year.

- b. Select the **Edit - Personal Info** button located in the center right of the Personal Details page.
- c. The Edit Personal Information box will appear to:
 - i. Add/Edit Employer information
 - ii. Complete Federal Tax ID Reporting
 1. Select No, I do not have a Tax ID or Yes, I have a Tax ID and provide the number in the TIN: box provided.
 2. The Last date/time the information was reported and a checkbox to be selected to confirm the information being reported is accurate must also be completed.

- d. Select the Save button.
- e. The information will be updated, the Federal Tax ID compliance message will be removed and a confirmation message will appear.

Attorney information saved successfully