

Validating a Social Insurance Number -- Example

Recipient's SIN: 999 999 998

Formula	Assigned Digits	
	Digits	Check digit
Recipient's SIN		
(Exclude the check digit, position 9, from calculation)	9 9 9 9 9 9 9 9 9 9	<u>8</u>
Multiply every second digit by 2	<u>x2</u> <u>x2</u> <u>x2</u> <u>x2</u> 18 18 18 18	
Cross add the resulting digits (1 + 8 + 1 + 8 + 1 + 8 + 1 + 8)		= 36
Cross add the 1st, 3rd, 5th and 7th digits (9 + 9 + 9 + 9)		= <u>36</u>
Total		72
Subtract from the next highest number ending in zero		<u>80</u>
Check digit (i.e., 80 - 72 = 8)		<u>8</u>

If the SIN provided by the individual does not pass the verification check, the tax preparer should then confirm the SIN with the employer who received the original number. If you are still unable to obtain the correct number for the individual, **do not** leave the SIN field on the information slip blank. Instead, report the SIN that was provided, even if it is not a valid number. Frequently, even an incorrect number will enable us to find a match so that we can correct the record and ensure the individual receives proper credit for the deductions which were made.

Note

You can use the above formula to validate filer identification numbers, trust numbers, and the first nine digits of a Business Number (BN). For trust numbers and filer identification numbers you will have to use the following alpha-to-numeric conversions:

Alpha:	A	B	C	D	E	F	G	H	I
	J	K	L	M	N	O	P	Q	R
		S	T	U	V	W	X	Y	Z
Numeric:	1	2	3	4	5	6	7	8	9