

Payee Identification Number (PIN)/Texas Identification Number (TIN) Instructions and Reference

Payee Identification Number (PIN)/ Texas Identification Number (TIN) General Information

- ❖ The Payee Identification Number (PIN) and Texas Identification Number (TIN) are interchangeable. Some organizations may refer to PIN and others refer to TIN. The state comptroller's office refers to Texas Identification Number (TIN). In eGrants it is listed as Payee Identification Number (PIN)
- ❖ Subgrantee must enter a valid PIN/TIN and Mail Code into eGrants for their **Organization** in order to receive Request for Reimbursement payments.
- ❖ Subgrantees are responsible for their PIN/TIN and Mail Code. The PIN/TIN cannot be provided to subgrantees by TxDOT staff. Subgrantees can contact their accounting department to get their **Organization** PIN/TIN or if the need to set up a PIN/TIN and mail code contact the state comptrollers office.
- ❖ The PIN/TIN set up by the Subgrantee's **Organization** at the State Comptrollers Office determines: to whom payment is made (**Organization**); how payment is made (check or direct deposit); where payment is sent (address if check, financial institution if direct deposit)
- ❖ If PIN/TIN and Mail Code entered into eGrants is not entered, not valid, or entered incorrectly payments can not be made.
- ❖ If the **Organization** PIN/TIN and Mail Code changes, the updated PIN/TIN must be re-entered and saved in eGrants prior to submitting the Request For Reimbursement
- ❖ The PIN/TIN and Mail Code entered into eGrants must be a 14 digit, and not contain any letters, spaces or dashes. This 14 digit PIN/TIN and Mail Code consists of the PIN/TIN (11 digits) and Mail Code (3 digits) for a total of 14 digits
- ❖ The PIN/TIN is entered in eGrants on the [Legal Name](#) page for each organization. See instructions below.
- ❖ To assist a PIN/TIN tutorial is available on eGrantsHelp
<https://www.txdot.gov/apps/eGrants/eGrantsHelp/Tutorial/PIN.wmv>
- ❖ For more information on PIN/TIN and set up instructions as well as contact information visit the State Comptrollers Website
<https://fmx.cpa.state.tx.us/fmx/payment/resources/tin.php>
<https://fmx.cpa.state.tx.us/fmx/pubs/tins/tinsguide/ch2/index.php>


If you need help completing the TIN application, please:

- Email tins.mail@cpa.texas.gov or
- Call the Comptroller's Payment Services Help Line at (512) 936-8138 or toll-free (800) 531-5441, ext. 6-8138.

Subgrantee Administrator: Enter the PIN # Instructions

- Login to eGrants <https://www.txdot.gov/apps/egrants>
- Click **Organization(s)** link to view your **Organization** page.
- Click the [Legal Name](#) link (located at bottom of Organization Information page).
- Enter the **Payee Identification Number (PIN)** , **SAVE** the page.

TxDOT Project Manager: Review PIN# Instructions

- Login to eGrants <https://www.txdot.gov/apps/egrants>
- Navigate to the Subgrantee's **Organization** page via 2 options:
 1. Click the **Organization** name under the **Organization** column in the **Details** section of a document.
 2. Click **Administration**; then  [Organization Administration](#). Enter partial name of the organization in the Search Criteria **Name** field; click **SEARCH**. Click on **Organization** name in the Search Results.
- Click the [Legal Name](#) link (located at bottom of Organization Information page).
- The **Payee Identification Number (PIN)** will be entered here.

If you need further assistance please email egrantshelp@txdot.gov. Include Organization, Grant ID.