

IMPORTANT NOTICE

In accordance with college policy 6Hx28:07-02, as a matter of payroll administration, and based upon the recommendation of the *Internal Revenue Service*, the *Social Security Administration*, and the *U. S. Citizenship and Immigration Services*, it is necessary for every employee to provide a copy of a valid, signed Social Security card at the time of hire. **This is a condition of employment and is not optional.**

- The card must reflect the current name and Social Security number of the employee and will be used to establish a payroll record for the employee.
- The payroll record will be established based on the name and number printed on the Social Security card. The exact name, as it appears on the card, will be used for this purpose.
- The “stub” of a Social Security card or a receipt showing that a replacement card has been requested, is not a valid substitution for a copy of an actual Social Security card.
- The card must be signed by the employee. It is not valid if not signed.
- A laminated Social Security card may not be valid. See the instructions on the back of the card.

If an employee cannot provide a Social Security card at the time of hire, a replacement card must be requested by visiting the nearest Social Security office. One or more original forms of identification will be needed. Social Security will provide a receipt for application of the replacement card. A copy of the receipt will be used to establish a **temporary** or interim payroll record. The replacement card will be mailed to the employee within approximately 14 business days. The new card should be signed and immediately presented to Human Resources, where a copy will be made and the payroll record updated. A permanent payroll record will not be established without a signed copy of a valid Social Security card.

A replacement Social Security card may also be requested by mail. Form **SS-5** is available from Human Resources. **When requesting a replacement card by mail, one or more original forms of identification must be included with form SS-5 when it is mailed.** A replacement card will be mailed to the employee within approximately 30 business days. When received, the new card should be signed and immediately presented to Human Resources, where a copy will be made. Since there is no receipt provided when applying for a replacement card by mail, **a payroll record will not be established** until the replacement card is presented to Human Resources.

This requirement is not to be confused with instructions governing the completion of the Employment Eligibility Verification, Form I-9, When completing Form I-9, please follow the guidelines set by the U. S. Citizenship and Immigration Services.