

Sam Houston State University
A Member of The Texas State University System

Finance and Operations Policy FO-PAY-16
Social Security Number Policy

It is the policy of the Payroll Office that social security numbers be provided for payment of wages to any employee. Per Internal Revenue Service instructions, an employee's name and social security number must be recorded exactly as indicated on their social security card. An employee that does not have a social security number must apply through the Social Security Administration. A valid receipt from the Social Security Administration that indicates the name and number that will be printed on the employee's card when received will be sufficient to verify the information.

Reviewed by: Paige Smith – Director, Administrative Accounting 02/01/09
Karyl Horn – Associate Director of Accounting (Payroll) 02/01/09
Next review: 02/01/10