

Appendix A: Examples of Appropriate Purpose for Use of SSNs

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Tax Reporting – An SSN is required as a taxpayer ID for all tax information reported to the Internal Revenue Service, including wage and withholding data for full-time and part-time faculty and students (W-2's), for honoraria provided to guest lecturers, and for individuals working for the university as independent contractors (1099's). In addition, an SSN is required as a taxpayer ID when reporting annual tuition received from students to the Internal Revenue Service (1098T's).

Financial Aid – An SSN is necessary to obtain financial information and to identify and confirm the level of financial aid assistance.

Human Resources - The Immigration Reform and Control Act of 1986 (IRCA) requires the use of an SSN for I-9 forms. Certain benefit providers, such as health insurance companies, also may require an SSN for verification of eligibility and coordination of benefits.

Law Enforcement – Federal and state agencies often rely upon SSNs as the primary identifier for law enforcement, and for civil and criminal information purposes. In the event such agencies request SSN information using proper procedures, and the university has such information, it will be provided following review and approval by the Office of the Vice President and General Counsel.