

Welcome to Oregon State University! Social Security Card Requirements

Please carefully read the following information about your social security card and the payroll registration process to avoid delay in receiving your first paycheck from OSU.

OSU requires that you present an original, signed social security card at the time you complete the payroll registration process. Your department personnel/payroll representative can only accept an original, signed card provided to you by the Social Security Administration.

If you do not have a Social Security card or you need a replacement card, complete the following forms and take them to the Social Security Administration (SSA) office nearest you:

- 1) SS-5 form, Application for a Social Security Card; and
- 2) SSA-3288 form, Consent for Release of Information.
Completion of this form is voluntary. This form allows SSA to communicate your SSN directly to OSU and expedite this process.

Please indicate on the form that you want your information sent to:
Oregon State University
Office of Human Resources
122 Kerr Administration Building
Corvallis, OR 97331-2132

You may download the forms from the SSA website. Go to:
<http://www.ssa.gov/online/forms.html>

Once you have completed these forms and submitted them to your local SSA office, you will receive one of the following letters:

- A letter indicating receipt of application. Please forward this to your personnel/payroll representative at your earliest convenience. When your social security card arrives in the mail, take it to your personnel/payroll representative so that he/she may photocopy it. You should expect to receive your card within two to four weeks. OSU can accept the "receipt of application" letter from SSA in lieu of an original card for a period up to 90 days.
- A letter from SSA stating that a determination has not yet been made regarding the issuance of a social security card to you. SSA announced a new policy in June 2002 requiring the U.S. Citizenship and Immigration Services (USCIS) to review the passports and other immigration documents for any foreign applicant for a social security number. If this applies to you, USCIS will verify that your paperwork is in order before SSA will process your application and issue a SSN to you. Please provide your personnel/payroll representative with a copy of this SSA letter. When your social security card arrives, take it to your personnel/payroll representative so that he/she may photocopy it. If you don't receive your card within 90 days, please let your personnel/payroll representative know this also.

Please note: If you have received a letter from SSA stating that a determination has not yet been made regarding issuance of a card to you, your payroll documents will be processed. The OSU Payroll Office, however, will set your tax withholding at "single, zero deductions." You will be asked to refile your tax withholding form (W-4) once you have supplied OSU with your original social security card. Additionally, you will not be eligible for treaty benefits until you have provided OSU your original social security card and a fully completed SSA form 8233. Upon your request, the OSU payroll office may refund to you taxes withheld from your earnings before you submitted your original social security card. Refunds will be made only for the current year withholdings from the time at which your SSA form 8233 was submitted.

If you have a Social Security card that has “NOT VALID FOR EMPLOYMENT” printed on the face of the card, you will need to apply for a replacement card as outlined above. The SSA issues three types of cards. Cards issued with “NOT VALID FOR EMPLOYMENT” printed on them are issued to individuals from other countries who are lawfully admitted to the U.S. without work authorization and who need a number because of a federal law requiring an SSN to get a benefit or service. Such cards are not acceptable for payroll and tax purposes.

Questions? Contact your personnel/payroll representative or OHR Employee Records and Information at employee.records@orst.edu or 541-737-8300.