

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

DISCLOSURE OF SOCIAL SECURITY ACCOUNT NUMBER

The State Controller's Office makes it mandatory that all State Employees' Social Security numbers be obtained in order to comply with Section 6011 and 6051 of Subtitle F of the Internal Revenue Code and with Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218 Title II of the Social Security Act as amended. Both of these federal statutes require employers to report the name, address and Social Security account number of all employees.

The uses which are made of the Social Security account number by the State Controller's Office are as follows:

1. Employee identification number in all payroll records
2. Reported on Form W-2 to Internal Revenue Service and to California State Franchise Tax Board, Illinois State Department of Revenue or New York State Income Tax Bureau.
3. Reported to Social Security Administration for covered employees.
4. Reported to State retirement systems for covered employees.
5. Reported to employing State agency of payroll reports.
6. Reported to Employment Development Department for possible unemployment credits.
7. Reported to State Personnel Board for service credits for (a) civil service employees (excluding emergency, bi weekly pay and variable pay schedule employees) and (b) exempt employees whose appointments are approved by the Department of Finance (excluding certain Governor's Office employees).
8. Reported to deduction companies for participating employees

Federal regulations require that an employee must show his or her Social Security account number card to the employer.