



Sample Social Security Card Copy Necessary for Accurate Payroll Verification Purposes

This copy is made **SEPARATE from any copy needed to accompany Form I-9 for Employment Eligibility Purposes. If employee provided Social Security Card for Form I-9, then **make a separate copy of the SS Card ONLY as well.**

NOTE Re: Social Security Number Requirement:

• **If SS Card is used as a List C item for I-9 purposes:**

If the employee *chooses* to use their Social Security Card as a List C item when completing their I-9 form, they must present the *actual and original* Social Security Card. If they have a receipt from the Social Security Administration (SSA) indicating they've applied for a new card, we must still follow up and see the actual and original card when the employee receives it. The SSA print-out *specifically* states that it cannot be used for employment verification purposes.

• **If SS Card is NOT used as a List C item for I-9 purposes:**

If an employee has already satisfied the requirements of the I-9 by providing other List A, B or C documents (since we cannot specify which documents we'll accept), then we *can* accept a receipt from the SSA for Payroll/SSA verification purposes as long as the receipt contains the employee's Social Security Number and Full Name.