

Request for Temporary ID

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tam.u.edu or (979) 845-2711

INSTRUCTIONS The hiring department must complete the form to request a Temporary ID number in place of the absence of a Social Security Number for foreign national employees. The employee must complete and sign the form in the designated section. The hiring department may fax, mail or email the completed request form to Payroll Services using the information given at the bottom of the form.

Completed by Hiring Department

Last or Family Name		First Name	MI
All TAMU students have a UIN		Date of Birth (mm/dd/yyyy)	Visa Type (F-1, J-1, etc)
UIN			
Country of Citizenship			
Local Street Address		City/State/Zip Code	
Email		Telephone	
Hiring Department		Department Phone	
Department Contact		Department Fax	
Department Contact Email			

The hiring department certifies that it **will provide Employee's SSN within six weeks** of the issue date of the temporary I.D. Any exceptions or delays will need to be reported to Payroll Services immediately.

Authorized Signature _____
Date

I, _____, certify that I will apply for a Social Security Number within the
(Employee Printed Name)
recommended 12 days. I will provide my social security number to my payroll department within 5 days of receiving the number.

Employee Signature _____
Date

MAIL FORM TO: Texas A&M University Payroll Services MS 1261 College Station, TX 77843-1261	DROP OFF FORM TO: General Services Complex 750 Agronomy Rd Suite 1201	FAX FORM TO: Fax (979) 845-4134 EMAIL FORM TO: payroll@tam.u.edu	NEED HELP? Payroll Services Phone (979) 845-2711 payroll@tam.u.edu internationaltax@tam.u.edu
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Office Use Only

Temporary ID No. 000-02-_____	Date Issued: _____
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Procedure for Requesting Temporary ID for Foreign Nationals

1. International Student Services and International Services Department will inform all foreign national students and/or faculty of the need to have a SSN if they are employed in the US.
2. ISS and IFSS will continue to monitor the employment eligibility of aliens in the United States while working at TAMU.
3. A foreign national student, faculty or staff member who does not have a SSN and is being hired by TAMU will be asked to sign an affidavit indicating that they have applied for and will provide the SSN to the hiring department within five business days of receipt. A copy of this affidavit is on the Payroll Services website to be completed during the hiring process in the department. This affidavit is the bottom portion of the form used to request assignment of a temporary number.
4. Payroll Services will issue a temporary ID number to any foreign national who is unable to obtain an SSN within two weeks of being hired.
 - a. In order to maintain accurate records of temporary ID's Payroll Services will generate unique numbers to be used until the SSN is received.
 - b. The process for requesting a temporary ID number will be as follows:
 - i. Hiring department will complete the form entitled "Request for Temporary ID Number" located on the Payroll Services website. The form requests the following information: (See form for all required information)
 1. Name of foreign national requesting temporary ID number
 2. Local Address of foreign national
 3. Hiring department name and contact person
 4. Hiring department signature
 - c. The employee's statement at the bottom of the form must be completed and signed before forwarding to Payroll Services.
 - d. The hiring department may email, fax or mail the completed request form to Payroll Services.
 - e. Payroll Services will, provide to the department, via email, the newly assigned temporary number. The department will need to keep this document for their records. A copy of the completed form with the assigned number will need to be a part of the new hire packet.
5. The hiring department will need to forward to Payroll Services a copy of the Social Security card when received. **A new set of GLACIER documents with the SSN will also need to be forwarded to Payroll Services at this time.**
6. A Foreign Employee who wishes to request tax treaty benefits on form 8233 must wait until he/she has a SSN.
7. Please use local funds to pay anyone who does not have a SSN whenever possible. If necessary, a fund switch may be processed after the SSN is received.