

The Internal Revenue Service does request that all employers have available to them for hiring a Social Security card. This ensures that the proper individual has taxes reported on their behalf correctly and any employment relationships are accurately reflected with the US Federal Government.

The federal government does not require that a social security card be presented as one of the forms of identification for completion of I-9 processing. The Immigration Reform and Control Act of 1986 (IRCA) legally mandates that U.S. employers verify the employment eligibility status of newly-hired employees. The identification for the I-9 is to prove for these reasons and not to accurately record tax status.

The University of Kansas has made it a policy that all employees present and the University retain a copy in a secure employee payroll file of the social security card for the reasons stated by the I.R.S.

To further ensure security of documentation, employees are encouraged to come directly to the University Payroll office to complete all new hire documentation including providing copy of the SSA card.

