**FAS Temporary Social Security Number Request Form**

The questions below must be completed in full by the requesting department. All temporary Social Security numbers issued by the FAS Payroll Office will begin with **999-06-XXXX**. You will receive the last four digits via email within 24 hours, or you will be contacted by the FAS Payroll Office if additional information is required.

Requesting Department:       Department Contact:

Phone:       Email:

**PERSONAL INFORMATION**

Last Name:

First Name:

Middle Name:

Date of Birth (*mm-dd-yyyy):*

**PRIOR HARVARD UNIVERSITY AFFILIATION**

Has this individual had any prior affiliation with Harvard University? Yes [ ]  No [ ]
 If **yes**, please specify:

 *Has he/she been issued an ID from Harvard University?*  Yes [ ]  No[ ]

 *If yes, please provide the HUID number*:

*Has he/she been a student at Harvard University?* Yes [ ]  No[ ]

*Has he/she been employed anywhere at Harvard University?* Yes [ ]  No [ ]

 *Has he/she been paid in any way by Harvard University?*  Yes [ ]  No  [ ]

**APPOINTMENT DETAILS**

What is the effective date of the new appointment?

Is this individual being appointed to a **Paid** or **Non-Paid** position? Paid [ ]  Non-Paid [ ]

If **Paid\*:**

*Please indicate the type of appointment*: Weekly [ ]  Bi-Weekly [ ]  Monthly [ ]

*If known, please indicate the Pay Group*: *(Example: WTM, PFX, POU, MEP, MFC, MIP or MTF)*\*If the appointment is paid, the individual must apply for a permanent Social Security number as soon as possible. Please notify your FAS Payroll Services Coordinator as soon as the permanent number is assigned.

If **Non-Paid;**

*Is there a possibility this appointment could become paid?* Yes [ ]  No [ ]

*Will this individual receive a new paid appointment?* Yes [ ]  No [ ]

Please provide any additional comments:

**Please email this completed form to FAS Payroll Services at** **faspayroll@fas.harvard.edu** ***FAS Payroll Services, 1414 Massachusetts Avenue, 4th Floor***

**Revised 2/18/14**