TEXAS A&M UNIVERSITY-TEXARKANA
PROCEDURE FOR REQUESTING A TEMPORARY IDENTIFICATION NUMBER
FOR FOREIGN NATIONAL EMPLOYEES

1) The hiring department will inform all foreign national students and faculty of the need to have a Social Security Number if they are employed in the United States.

2) A foreign national student, faculty, or staff member who does not have a Social Security Number and is being hired by A&M-Texarkana will be asked to sign an affidavit indicating that they have applied for and will provide the Social Security Number to Payroll Services within five business days of receipt. The form is located on the Payroll Services website. The website address is: http://www.tamut.edu/payroll/payroll.php?pid=0

3) Payroll Services will issue a temporary ID number to any foreign national who does not have a Social Security Number upon hire.
   a) In order to maintain accurate records of temporary ID’s Payroll Services will generate unique numbers to be used until the Social Security Number hereinafter referred to as SSN is received.
   b) The process for requesting a temporary ID number will be as follows:
      i) The 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) Payroll Services will, within two business days, provide to the department and Human Resources, the newly assigned temporary number. A copy of the completed form with the assigned number will need to be a part of the new hire packet.

4) Within five days of receipt of the Social Security Card, the employee or hiring department will forward a copy to Payroll Services.

5) The employee will need to complete and forward a new Form W-4 with the social security number to Payroll Services within five days of receiving their SSN.

6) Please use local funds to pay anyone who does not have a SSN whenever possible. The State of Texas Uniform Statewide Accounting System, USAS, will not reimburse the salary of anyone without a SSN. If necessary, a fund switch may be processed after the SSN is received.

Note: A foreign national employee without a social security number who wishes to request tax treaty benefits on Form 8233 must attach a copy of the Form SS-5, application for social security number. If the employee does not have a copy of his/her SS-5 Form, then he/she must wait to apply for tax treaty benefits until the SSN is received.