



**Personnel and Payroll Services**

19 Montana Hall  
P.O. Box 172520  
Bozeman, MT 59717-2520

**Phone:** (406) 994-3651  
**Fax:** (406) 994-5974

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To: All Departments

From: Ami Trujillo  
Personnel and Payroll Services

Re: **Social Security Card**

In order to comply with federal laws, Personnel and Payroll Services must verify the identity and employment eligibility of all employees. To do this we must have copies on file in our department of all employee social security cards. Employees may also supply copies of driver's license, passport and birth certificate if that is what they choose for identity purposes. (See I-9 instructions)

Employees who do not have a social security card need to contact the Social Security Administration at 406-586-4501, 220 W Lamme, Bozeman. If an employee does not provide our office with a valid Social Security card they could jeopardize their future eligibility and benefit amounts to SSA's retirement, disability and survivors programs. If they have had a name change or have a new social security number please have them bring the card by our office so we can update our files.

Please direct any further questions to Personnel and Payroll Services at 994-3651. Thank you for your prompt attention to this matter.