### Social Security Number History Correction

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## We are requesting the following Social Security correction and request that any financial records be merged.

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## Employee Name ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effective Date** \_\_\_\_\_\_\_\_\_\_\_\_\_ **EIN**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Agency Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Social Security Number: New Social Security Number:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Effective date used will be employee’s Hire Date unless otherwise noted. Central Payroll Office will be notified of this change to ensure proper**

**wage allocation and reporting.** [**Central.Payroll@azdoa.gov**](mailto:Central.Payroll@azdoa.gov)

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**Agency Contact Name Agency Contact Phone**

Print Name

**Agency Contact Email** \_\_\_\_\_\_\_\_\_\_\_\_

**Social Security Number Changes:**

* The agency will submit the Social Security Number Change Form by submitting a Cherwell ticket and attaching the form. The form is available through the HRIS website.
* Social Security Number changes are immediate actions.
* The effective date of the social security change is always the hire date of the employee. This is the date required in the box labeled: “Effective Date of Transfer or SSN change”.
* **Central Payroll Office will be notified to ensure that all employee records are merged correctly.** Some coordination between the agency and General Accounting Office may be necessary.
* **In the event of an employee obtaining two EINs because of incorrect social security numbers**, the newer EIN will be separated by the agency as soon as it is discovered, and the older EIN will continue to be used. Submit a Cherwell ticket to complete the process as soon as possible. Please make every attempt to NOT pay under the newer incorrect EIN. Records will need to be merged and when possible inactivated.