

Paying Individuals w/o a Social Security Number

Effective Date: April 1, 2003

Individuals who do not have a valid SSN, but who have applied for a SSN may be paid provided the following steps are followed:

· Individual applies for a SSN and obtains a copy of Form SS-5 and receipt from Social Security Administration (SSA).

Ten working days after the date of application for a SSN, assuming a SSN has not been issued, individual takes copy Form SS-5 and receipt, appointment letter, immigration documents and the Georgetown University Identification Number (GUIN) [application](#) to Lawrence Smith (7-5448) in the Tax Department.

After meeting with the individual, the Tax Department may approve a GUIN. This GUIN may have already been assigned to the individual for purposes other than payroll or may be newly assigned by the Tax Department. If approved, the Tax Department will sign the GUIN application as approved and return to the department requesting GUIN by the individual receiving the GUIN. Copies of the Form SS-5 receipt, appointment letter, and GUIN application are kept in the Tax Department.

Upon receipt of the approved GUIN application, the appropriate HR timekeeper (for example, the HR Department, HR designated department administrator, Student Financial Services) may enter the GUIN into the Genesys payroll system.

Once the individual receives a SSN he or she takes the Social Security Card to the Tax Department. The Tax Department will ask the individual to complete the NETID Consolidation Form (<http://uis.georgetown.edu/netid/netid.consolidation.form.pdf>) and will distribute it together with a copy of the Social Security Card to the Payroll Office, Human Resources, Net ID Office, Office of the University Registrar, and contact listed on the bottom of the GUIN application. Once each office has updated its records the SSN will replace the GUIN as the individual's identifier.

Please contact Lawrence Smith, Senior Tax Accountant (7-5448) with any questions.