



THE RESEARCH FOUNDATION

The State University of New York

University at Albany

Date: February 9, 2008

To: Deans, Directors and Principal Investigators
Sponsored Programs Administrators and Management Staff

From: Sponsored Funds Financial Management

Re: SSN Legislation

Effective January 1, 2008, new legislation in New York State restricts the use and display of Social Security Numbers.

An exception does exist to acknowledge administrative documents which require a social security number to be provided, when required by tax regulation.

In accordance, we are reviewing this new regulation and its implications on our forms and policies and will be making revisions as appropriate.

The legislation does make mention to the need for mailing such administrative documents, and simply requires that such documents are in an envelope so that the numbers are not visible to anyone other than the intended recipient. We ask that you take appropriate steps to help us ensure the protection of social security numbers as we appreciate the sensitivity of this issue.

Please continue to watch our web page for additional communication concerning this regulation as well as any new revisions of our forms.

We ask that you also share this correspondence with your faculty, colleagues, and staff as appropriate. Any questions may be directed to SFFM@uamail.albany.edu.

Thank you in advance for your understanding and cooperation.