**Section 1570.50 Employees' Social Security Account Number**

At the beginning of an employment relationship, the reporting official shall request to see the employees' social security card and enter into the payroll records of the entity, the employees' full name and social security number exactly as it appears upon the employees' social security card. Every employee whose position is covered under the entity's social security coverage agreement, must have a social security number. If an employee does not have a number, the reporting official shall direct him to the nearest Social Security Office to apply for a number and return the receipt issued by the Social Security Administration to the local reporting official. If an employee has not been issued a social security number by the time the next wage report is due, a duplicate of the receipt issued by the Social Security Office to the new employee must be attached to the wage report. If an employee has changed his name, the employee should be directed to the nearest Social Security Office to obtain a new social security card showing his new name.

(Source: Amended at 5 Ill. Reg. 7237, effective July 1, 1981)