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STATE COMPTROLLER



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OFFICE *of the* STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

MEMORANDUM NO. 2022-33

November 8, 2022

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, Business Managers, and Payroll and Personnel Officers

Subject: **Use of Social Security Numbers for State Employee Travel and Tuition Reimbursements**

Previously, forms used by OSC for employee travel and tuition reimbursements required Social Security Numbers. However, incidents of identity theft raised concern about the security of employee Social Security Numbers.

Since the Social Security Numbers of state employees are on file in the Payroll Services Division, Social Security Numbers do not need to be entered for state employee reimbursements paid through payroll using agency or union funds. The space for Social Security Number has since been eliminated from the form. Instead, the correct **Employee Number** must be entered on the **CO-17XP-PR form** to ensure reimbursement to the correct employee.

Questions concerning this memorandum may be directed to the Active Pension and Payroll Services Division at (860) 702-3411.

DocuSigned by:

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