

PROTECTING YOUR IDENTITY

In order to protect the identity of our payees, Caltech's Payment Services Department will not accept documents (i.e. Payment Requests, supplier invoices, supporting documentation) that include sensitive information such as social security numbers (SSN), unless specifically requested by our Department. When an SSN is added or included with documents received by our office, we are required to redact the SSN in order to maintain compliance with privacy standards.

WAYS YOU CAN HELP

Caltech Employees

- ✓ Always use the current Payment Request and Expense Distribution forms, and do not include sensitive information on them or any supporting documents. Note: we can no longer accept old versions of our forms. Our current forms can be found on our website: <http://procurement.caltech.edu/forms>
- ✓ Review supplier invoices, particularly those sent to us by the following providers, and request them to exclude SSNs when billing Caltech:
 - Temporary employment agencies
 - Industrial medical clinics and pre-employment screeners
 - Legal service providers
 - Consultants and Individuals
- ✓ Do not add SSNs to any travel documents, petty cash receipts, reimbursement requests, Purchase Orders, etc.

Suppliers

Do not include SSNs on invoices or any supporting documentation you submit to Caltech. If you have traditionally included this information on your invoices, please refrain from doing so going forward.



WHEN SOCIAL SECURITY NUMBERS ARE REQUIRED:

The only time Caltech's Payment Services Department will request a payee's SSN is during the set up process to establish a payee in the vendor master. In this case, we have specific forms that we will ask the payee to complete. These forms will require the payee to provide their SSN. However, these documents should be forwarded directly to Caltech's Supplier Management and not included with invoices. In order to protect the privacy of these sensitive documents, we have established a special secure Supplier Management drop box and secure fax number. Information for submitting these documents to Supplier Management via the secure drop box or by secure fax can be found in the instruction section on the header of the forms.

It is vital that we protect your sensitive information. If you have any questions or concerns, please feel free to reach out to me directly. We appreciate your cooperation in this matter. Thank you.

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