



San Diego Community College District

New Employee Payroll Information Form

For payroll purposes the District must ensure that the name and social security number on the District Payroll System matches the name and number in the Social Security Database.

To ensure the names match, please print your name exactly as it is on the Social Security Card:

Enter your Social Security Number as it is in the Social Security Card:

_____ - _____ - _____

This information is verified with the Social Security Database to ensure that your payroll records are correct and the year-end W-2 Wage Statement will not reject.

Employee Signature

Date

For department use only:

Employee presented their original social security card to verify the information noted.

Employee did not present their original social security card to verify the information noted.

Campus/Dept. Signature

Date