

For: State and County Offices

**Improperly Converting Social Security Numbers (SSN's) to  
Employer Identification Numbers (EIN's)**

Approved by: Deputy Administrator, Farm Programs



**1 SSN's Improperly Converted to EIN's**

**A Background**

1-CM, paragraph 178.5 contains procedure that provides that estates are required to obtain EIN's and shall be loaded in the Service Center Information System (SCIMS), as businesses, using a Federal EIN's. The National Office has discovered that SSN's are being improperly converted to EIN's in SCIMS.

**B Purpose**

This notice advises all County Office/Service Center employees that they **shall not** load an individual's SSN in SCIMS as EIN under **any** circumstances.

**Note: SSN's loaded as EIN's will result in erroneous payments being issued to these invalid ID numbers.**

**C County Office Action**

County Offices **shall not under any circumstance:**

- convert an individual's SSN to EIN format (55-55555555)
- enter an individual's SSN into SCIMS as an EIN.

**Note:** County Offices shall ensure that NRCS receives a copy of this notice.

**D State Office Action**

State Offices shall ensure that County Offices comply with the contents of this notice.

Disposal Date	Distribution
January 1, 2009	State Offices; State Offices relay to County Offices