

For: State and County Offices and LSA's

Deleting Taxpayer Numbers on Cotton Loan Documents

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Although a producer's or entity's entire Social Security number (SSN), employer identification number (EIN), or taxpayer identification number (TIN) is needed by CCC to process various applications, printing of the entire number on a loan document is **not** essential for program administration. Software of the Automated Price Support System (APSS) currently prints these entire numbers on several cotton loan documents.

The deletion, or partial deletion, of SSN's, EIN's, and TIN's from loan documents reduces unwarranted disclosure of these numbers and provides greater security to program participants.

B Purpose

This notice informs State and County Offices and Loan Servicing Agents (LSA's) that starting with 2003 crop cotton loans, LSA's are authorized to conceal or remove 5 or more of the 9 digits of any SSN, EIN, or TIN printed on cotton loan documents.

APSS software will be revised to print "X" instead of the first 5 digits of any SSN, EIN, or TIN on the following forms:

- CCC-Cotton A and CCC-Cotton A Continuation
- CCC-881
- CCC-881-1.

Disposal Date	Distribution
December 1, 2003 6-19-03	State Offices; State Offices relay to LSA's

Notice CN-955

2 Action

A LSA Action

Effective with 2003 crop cotton loans, LSA's are authorized to conceal or remove 5 or more of the 9 digits of any SSN, EIN, or TIN currently printed on cotton loan documents.

B County Office Action

County Offices shall continue to use automated forms that display the entire SSN, EIN, or TIN and will be advised of APSS revisions to obscure the first 5 digits of these numbers.