



## Social Security Number Policy

### **Social Security Numbers and Taxpayer Identification Numbers**

In certain circumstances NCCPA receives Social Security Numbers or Taxpayer Identification Numbers in connection with an individual's prospective, current or former employment or in transactions with our stakeholders. Some entities (like state medical boards and some employers) use social security numbers as the identifier for PAs for whom they are verifying certification. As such, we are required to have those numbers here for verification purposes. It is the policy of NCCPA to protect the confidentiality of Social Security and Taxpayer Identification Numbers. We use these types of data to carry out our business needs and to comply with local, state and national governmental requirements including tax reporting, among other things. We do not use this information for identification purposes.

NCCPA has adopted administrative, technical and physical procedures to restrict access to this information to those employees or agents who need to use it for our business purposes and to protect it from unauthorized use, disclosure, access, or destruction. We may disclose this information to third parties, such as our payroll services and benefits providers, who agree to protect this information and to keep it confidential and secure. We destroy, erase or render unreadable this type of information when disposing of our records. Our employees periodically undergo training regarding the safeguarding of Social Security and Taxpayer Identification Numbers.

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