The new vendor setup procedure for volunteers, candidates, and participants requires a social security number from the individual to allow OSU to process payments. You may receive questions about the need for this information and how OSU protects sensitive vendor data. The following scripts are helpful to answer these questions.

**Why do you need my social security number to reimburse me?**

To prevent duplicate payments and to satisfy the auditing and tax reporting requirements of the Internal Revenue Service, Oregon State University requires a unique Tax Identification Number (TIN) to process payments to any vendor, employee, student, or individual. In the case of individuals that unique TIN is in the form of a Social Security Number.

**How will you handle/protect my information?**

OSU treats sensitive data such as Tax ID numbers and banking information very seriously. Only a limited number of authorized personnel have access to view this information and they are trained in handling personally identifiable information such as tax id’s and bank account numbers. Our offices follow strict protocols for handling this data:

- All files are under lock and key while being worked on AND
- All files are disposed of by pulping when no longer necessary to have on hand, so that even through the disposal process data is protected.

For more information about protecting vendor information see the Safeguarding Vendor’s Sensitive Information QRC on the New Vendor Setup Resources page and the Information Security policy at [http://oregonstate.edu/fa/manuals/is](http://oregonstate.edu/fa/manuals/is).