

Self-Certification – No Social Security Number

Date

Property: _____

Address: _____

Telephone: _____

TDD #711

TO:

Name: _____

Address: _____

Unit Number: _____

City, State, Zip: _____

The rules regarding submission of Social Security Numbers have been revised by the Department of Housing. Effective January 31, 2010, all household members must provide:

- The complete and accurate SSN assigned to each member of the applicant's household and
- Documentation necessary to prove that the Social Security Number is accurate (verification)

The Social Security Number provided is compared to the information recorded in the Social Security Administration database using HUD's Enterprise Income Verification System (EIV) to ensure that the Social Security Number, birth date, and last name match.

In accordance with the provisions governing the program, the owner/agent must deny or terminate tenancy if applicants or residents do not meet the applicable Social Security Number disclosure, documentation, and verification requirements.

Because you have not provided a Social Security Number for _____, we must document the file to specify why this information is not currently included in the file.

Please check one of the following. The Social Security Number is not included because:

- The household member noted above is an ineligible non-citizen. The requirement to disclose Social Security Numbers is waived.
- The household member noted above is under the age of six and does not have a Social Security Number. I understand that I/we have 90 days to provide the Social Security Number and adequate documentation that the Social Security Number is accurate. An additional 90 days may be provided under certain circumstances.
- The household member noted above was receiving HUD housing assistance on January 31, 2010 and was 62 or older as of January 31, 2010. This person is exempt from the Social Security Number disclosure requirements.

By my signature I certify that the information I have provided above is true and complete to the best of my knowledge and belief. I understand that if I furnish false or incomplete information I can be fined up to \$10,000 or imprisoned up to five years, or lose the subsidy HUD pays and/or have my rent increased. I understand that any assistance paid in error must be returned to HUD.

Signature of Household Member

Date

Signature of Manager

Date

cc: Resident File