



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

OCT 25 2005

**COMPTROLLER'S MEMORANDUM NO. 2005-26**

TO: Department Heads  
ATTN: Payroll and Personnel Offices  
SUBJECT: Social Security Numbers on Accounting Forms and Documents

Effective immediately, only the last 4 digits of an employee's social security number should be entered on the following accounting forms and documents:

<u>Form / Document</u>	<u>Form Number</u>
▪ Personal Automobile Mileage Voucher	C-33
▪ Individual Time Sheets	D-55
▪ Organization Time Sheets	D-56
▪ Statement of Completed Travel	---
▪ Uniform / Auto Allowance Form	---
▪ Worksheet for Taxable Per Diem	---
▪ Salary Overpayment Forms (various)	---

We recommend that the first five digits be replaced by the letter "X" (e.g. XX - XXX - 1234). Please relay this new policy to your employees.

If you have any questions, please call Sheila Walters of the Pre-Audit Branch at 586-0650.

  
RUSS K. SAITO  
State Comptroller