



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

February 26, 2007

**COMPTROLLER'S MEMORANDUM NO. 2007-04**

TO: Heads of Departments and Agencies

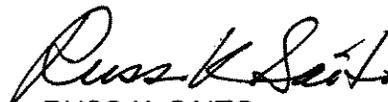
SUBJECT: Change to FAMIS Vendor Edit Table Maintenance/Inquiry Screen

Effective March 1, 2007, the "Federal ID" field on the FAMIS Vendor Edit Table Maintenance/Inquiry screen will no longer be displayed. This change is being made to prevent identity theft, as Social Security Numbers (SSNs) may appear in that field.

Although this field will no longer be displayed, departments and agencies requesting establishment of a new vendor record or making changes to an existing vendor record will still be required to provide the following in the "S.S.-E.I.N." section in the lower right corner of the Vendor Table Maintenance, SAFORM A-54:

- SSN for employees, individuals (non-employees), and sole proprietors with no employees; or
- Federal Employer Identification Number for sole proprietors with employees, partnerships, corporations, companies or associations.

If you have any questions, please call Ms. Shirley Kaiura of our Pre-Audit Branch at 586-0663.

  
RUSS K. SAITO  
State Comptroller