

**Request To Remove a Social Security Value
(Run the MEM9801 Job)**

This request will do the following:

- 1) Change the value of the “new SSN” field to zeroes
- 2) Change the “Pay Status” field from “S” to “I”.

Correct Social (as it should be)	Member Name (last name, first name)	Audit Stamp (xxx-yy-yyy)	Current Value in the “new SSN” field (the incorrect SSN)
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Member Name: name of the person whose record must be changed; if the first 3 characters of the last name do not match what is found in the record, record will not be updated.

Audit Stamp: xxx = the requestor’s initials, yy = current year, nnn = unique sequential number identifying this request.

Current value in the “new SSN” field: this value will be set to zeroes

Allow **4 working days** for processing this request.

*Attach a screen print from the **MEM “A” screen** for the record being modified.

Requestor: _____ **Date:** _____

Authorized by: _____ **Date:** _____

Systems: _____ **Date:** _____

IR&C Receiver: _____ **Date:** _____

Job run by: _____ **Date:** _____

Report Distributed by: _____ **Date:** _____