

Use of Social Security Numbers (Data Element #DN0042) is required, if known, in all filings with the bureau, the Workers' Compensation Office of Adjudication, and the Workers' Compensation Appeal Board.

The Social Security Administration does not issue SSNs beginning with the number 9. Numbers beginning with a "9" may be a Social Security Administration issued Individual Taxpayer Identification Number (ITIN). An ITIN is a tax processing number issued by the IRS that has 9 digits beginning with the number 9. Additional edits, as per the Social Security Administration website parameters, are applied if the SSN provided is all the same number such as 111-11-1111 or where the numbers are in ascending/descending order such as 123-45-6789/ 987-65-4321 or if the two middle digits are "00".

If the Social Security Number is not known or if the injured worker does not have an SSN, the Employee ID Assigned by Jurisdiction (Data Element #DN0154), also known as the WC-ID, should be used along with "A" (Employee ID Assigned by Jurisdiction) as the qualifier in DN0270 (the Employee ID Type Qualifier code). Claim administrators should contact the bureau at 1-800-482-2383 (long-distance calls inside PA) or 717-772-4447 (local and outside PA) to obtain an Employee ID Assigned by Jurisdiction and they must then use it when submitting the FROI 00. Filers will need the claimant's full legal name as it appears on their driver's license, DOI, DOB, and address when calling to obtain the Employee ID Assigned by Jurisdiction.

NOTE: Employee ID Assigned by Jurisdiction is a numeric field, and *no alpha characters will be accepted*.

If the Employee ID Assigned by Jurisdiction is used and the Social Security Number becomes known, the claim administrator must file a FROI 02 (Change) transaction to update the record.