

**871—24.3(96) Social security number needed for filing.**

**24.3(1)** The claims taker must have the social security number of the claimant. The correct social security number is essential in the processing of the claim. Therefore, if the claimant has a social security card, the number must be taken from that card or be provided by the claimant. If the claimant has two or more social security numbers, the claim shall be held until the claimant ascertains which number is correct.

**24.3(2)** When a claimant does not have a social security card and no other record of the claimant's social security number is available the claims taker shall advise the claimant that the number may be available from the claimant's employer.

**24.3(3)** In all such instances, the claims taker shall take the claim and hold it pending receipt of the social security number for a period not to exceed 30 days. If no number is provided by the claimant within 30 days, the claims taker shall submit the claim without a number. Such claims will be determined as ineligible (no wage credits).

**24.3(4)** and **24.3(5)** Rescinded IAB 8/6/03, effective 9/10/03.

**24.3(6)** The department will assist the claimant in every reasonable manner so that the claim may be processed in the shortest possible time.