

# **SAMPLE SSN LETTER**

## **MUST BE PRINTED ON DEPARTMENT LETTERHEAD**

Date: \_\_\_\_\_

U. S. Social Security Administration  
1700 Lake Air Drive, Suite A  
Waco, TX 76710

To Whom It May Concern:

This letter attests to the fact that student mentioned below will be employed for on-campus employment by the \_\_\_\_\_ department at Baylor University:

Name of Student Employee: \_\_\_\_\_

Job Position: \_\_\_\_\_

Job Description: \_\_\_\_\_

Start Date: \_\_\_\_\_

Hours of work per week: \_\_\_\_\_

Employer identification number: 74-1159753

\_\_\_\_\_  
Supervisor's Name (and *original* signature)

Title

Department

Address

Telephone Number