



PRIVACY, GOVERNMENTAL  
LIAISON AND DISCLOSURE

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, DC 20224

December 20, 2016

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MEMORANDUM FOR DISTRIBUTION

FROM: Celia Y. Doggette */s/ Celia Y. Doggette*  
Director, Identity and Records Protection  
Privacy, Governmental Liaison and Disclosure

SUBJECT: Social Security Number Elimination and Reduction

**Purpose:** This memorandum issues interim guidance (IG) on Social Security Number Elimination and Reduction (SSN ER) and provides specific procedures that must be followed when reviewing or creating IRS notices, letters, forms or systems within your organization for the elimination or reduction of the unnecessary use of Social Security Numbers (SSNs).

This guidance must be distributed to all personnel responsible for protecting personally identifiable information (PII). The policy applies to all employees, contractors and vendors of the Service.

**Background/Sources of Authority:** In May 2007, the Office of Management and Budget (OMB) issued Memorandum 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information. The memorandum called on all federal agencies to develop a plan and take necessary action to eliminate or reduce the unnecessary use of SSNs.

**Procedural Change:** The attached guidance provides procedures that will assist business units in reviewing, determining and developing plans for the elimination or reduction of the unnecessary use of SSNs.

**Effect on Other Documents:** This guidance will be incorporated into IRM 10.5.1, *Privacy and Information Protection, Privacy Policy*.

**Effective Date:** The procedures are effective immediately.

**Contact Information:** If you have any questions, please contact me, or a member of your staff may contact Thomas J. Curran, associate director, Information Protection Projects, at 609-858-7909, or [Thomas.Curran@irs.gov](mailto:Thomas.Curran@irs.gov).

**Distribution**

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**Attachment:** Interim Guidance for Social Security Number Elimination and Reduction