

## DIRECTIONS TO THE LOCAL SOCIAL SECURITY OFFICE

3511 Shannon Road, Suite 200 Durham, NC 27707

Drive along Highway 15-501 Business (also known as Durham-Chapel Hill Boulevard) towards Durham. Take Exit 105 B for Martin Luther King Jr. Parkway toward South Square. Follow MLK Jr. Parkway and turn right onto Shannon Road. The address is 3511 Shannon Road and will be on the left. The office is Suite 200 on the second floor of the Valley View Office Building.

Phone: 1-888-759-3908

### Social Security Office Hours

Monday 9am-4pm

Tuesday 9am-4pm

Wednesday 9am-12pm

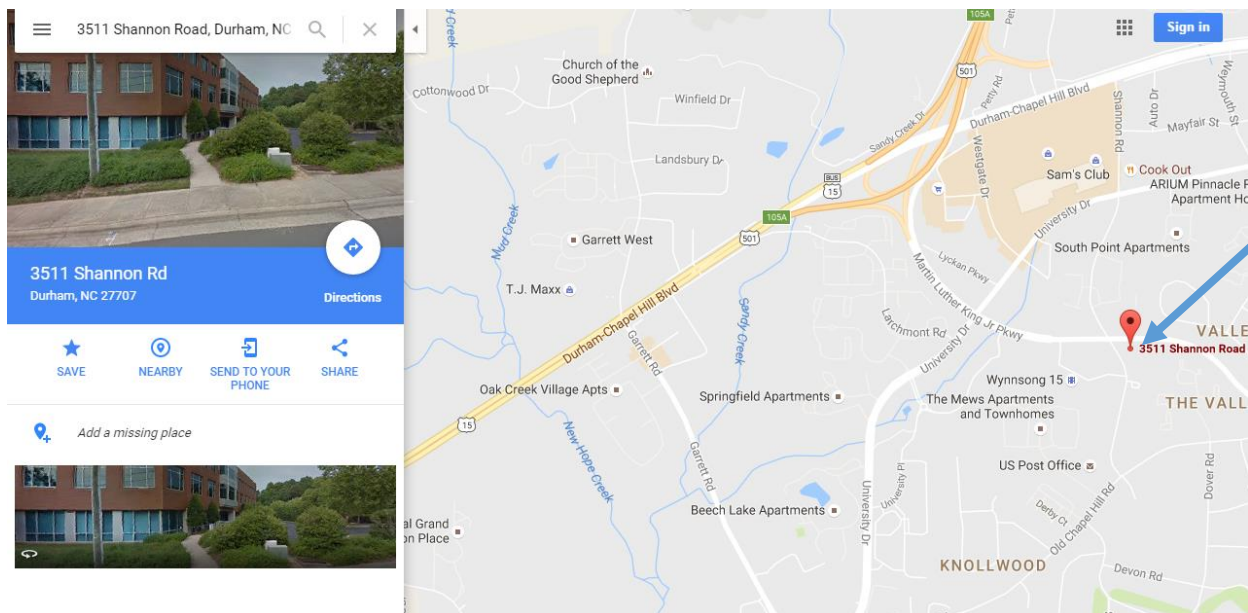
Thursday 9am-4pm

Friday 9am-4pm

The office is closed on Federal holidays.

<http://www.ssofficelocation.com/social-security-office-holidays>

For more information on the local office, or to find another office, please visit the Social Security Office Locator at <https://secure.ssa.gov/ICON/main.jsp>. It is recommended that you arrive as early as possible. If you are applying for a social security card, ask for a receipt before you leave.



### INSTRUCTIONS FOR RECEIPT OF SOCIAL SECURITY CARD

Upon receipt of the social security card in the mail, please follow the instructions below:

- Follow the instructions attached to the card from the Social Security Administration.
- Take the SSN card to your employing department's Human Resources Consultant so it may be entered into the LawLogix (I-9) and PeopleSoft systems for Payroll purposes.
- Students should also report their SSN to the Records Section in the University Registrar's office, SASB North-Suite 3100.
- The Social Security number is a private identification number. Be very cautious to whom you give this number. Do not give your number to telemarketers or solicitors. DO NOT send the number via email.