

Sunburst Software Solutions

2378 Dane Hill Road, West Charleston, VT 05872

Phone: (888) 348-2877 Fax: (866) 684-5157

Email: sales@sunburstsoftwaresolutions.com

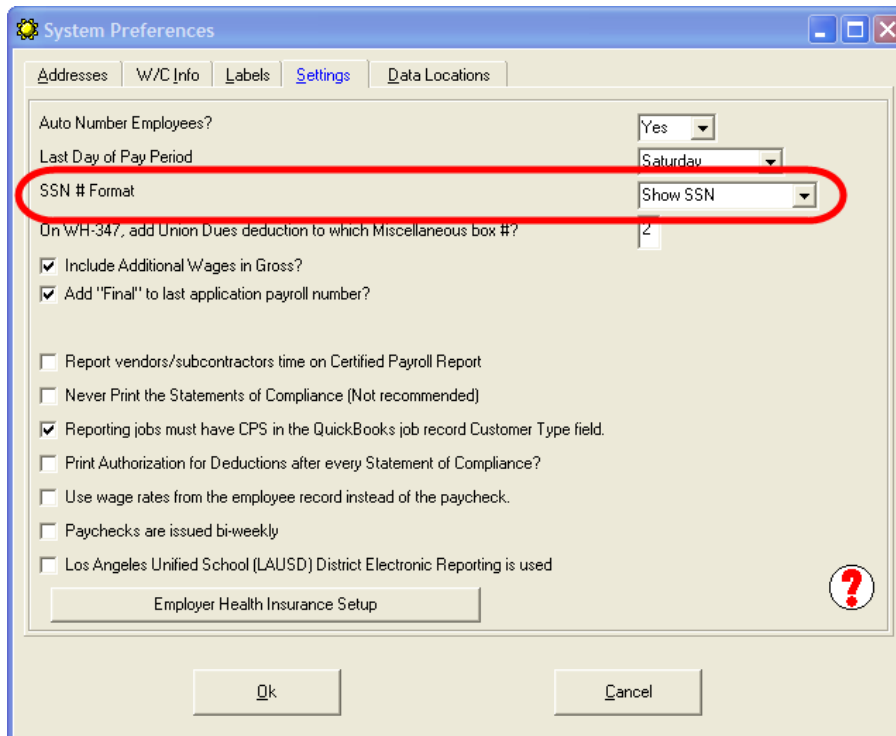
Website: www.sunburstsoftwaresolutions.com or www.QB4Contractors.com

Changing How Employee Social Security Numbers are displayed on the Certified Payroll Reports.

We have had several customers request that Social Security Numbers not be displayed on the final Certified Payroll Reports and have even hear “rumors” that certain State Agencies no longer wish to have social security numbers displayed. *We have seen NO official documentation to this effect*, but feel that this could indeed be required in the future. This option is available for ALL Certified Payroll Solution customers, however, you will need to be using version 5.0.268 or higher – so you may need to update your CPS program.

To change the way employee social security numbers are displayed:

1. Start Certified Payroll Solution
2. From the **System Setup** menu, choose **System Preferences**, and click on the **Settings** tab
3. Locate the **SSN # Format** option, shown below.
4. From the **Show SSN** drop down menu select from the 4 options shown in the menu. Each option is self-explanatory.



Setting this option will perform an across the board change for ALL certified payroll reports that you generate.