Montana Department of
LABOR & INDUSTRY
Employment Relations Division

Steve Bullock, Governor
Galen Hollenbaugh, Commissioner

Workers' Compensation
Claims Assistance Bureau
Data Management Unit

REQUEST FOR SUBSTITUTE SOCIAL SECURITY NUMBER
JURISDICTION ASSIGNED NUMBER (JAN)

Trading Partners not having a valid Social Security Number for a claimant may have a Jurisdiction Assigned Number (JAN) assigned by completing the following information and forwarding it to Mike Bartow by e-mail (mbartow@mt.gov) or fax (406-444-4140). If you have questions, please call Mike (406-444-3089) or Doug Roope (406-444-1600).

Carrier Name	
Carrier FEIN	
Claimant's First Name	
Claimant's Last Name	
Claimant's Middle Initial (optional)	
Claimant's Date of Birth	

Requestor

_____ Date of request: _____
Name (Printed)

_____ Phone number: _____
Company

_____
Email address

On July 1, 2013, Montana began rejecting FROI and SROI submissions with invalid Social Security numbers (SSN). Montana statute requires SSN's for workers' compensation claimants. However, there may be rare cases when an SSN is not available. For those instances, Montana staff must be contacted directly to obtain a JAN which will be used on submitted FROIs and SROIs until the SSN is obtained.

FOR ERD OFFICE USE ONLY

Assigned JAN: DLI	Date: