

# Social Security Administration

## **Retirement, Survivors and Disability Insurance**

### Employer Correction Request

(Insert SSA Address)

(Insert SSA Address)

Date:

EIN:

Tax Year:

Receipt Year:

WFID:

Version #:

W3 Sequence #:

Processed W2 Count:

EMPLOYER'S NAME

STREET ADDRESS

CITY, STATE ZIP

#### **Why You Are Getting This Letter**

You reported **X#** employee names and Social Security numbers (SSNs) on the Wage and Tax Statements (Forms W-2) for tax year **xxxx** that do not match our records. There are a number of reasons why reported names and SSNs may not agree with our records, such as typographical errors, unreported name changes, and inaccurate or incomplete employer records. However, when the information reported does not match our records, we cannot credit employees' earnings to their Social Security records. Accurate earnings records are important because these records can determine if someone is entitled to Social Security retirement, disability, and survivors benefits, and how much he or she can receive.

This letter provides useful information about *free* online wage reporting tools, including how to view and correct name and SSN mismatches.

**IMPORTANT:** This letter does not imply that you or your employee intentionally gave the government wrong information about the employee's name or SSN. This letter does not address your employee's work authorization or immigration status.

Do not take adverse action against an employee, such as laying off, suspending, firing, or discriminating against that individual, just because this letter identifies a mismatch between his or her SSN or name as reported to us. Those actions could violate state or federal law and subject you to legal consequences.

**See Next Page**

**Visit** [socialsecurity.gov](https://www.socialsecurity.gov)

**SSA will not supply the entire nine-digit SSN**

SSA does not mail lists of the name/SSN mismatches, nor do we provide the information by telephone. In SSA's *free* Business Services Online (BSO), SSA will show the name and only the last four (4) digits of the SSN. Please see the attachment to learn how to register for and use BSO.

**If You Have Any Questions**

If you have any questions, please call our toll-free number **1-800-772-6270** (TTY **1-800-325-0778**) between 7 a.m. and 7 p.m., Eastern Time, Monday through Friday, or send us an email at **employerinfo@ssa.gov**. We can answer most questions over the phone or by e-mail. We cannot provide names/SSNs over the phone or by e-mail. If you call, please have this letter with you. It will help us answer your questions.

General wage reporting information is available on our website at [www.ssa.gov/employer](http://www.ssa.gov/employer).

**For more detailed information, please see the enclosed attachment.**

*Social Security Administration*

Attachment