Social Security Administration
Retirement, Survivors and Disability Insurance
Educational Correspondence (EDCOR) Announcement

(Insert Date)

EMPLOYER'S NAME
STREET ADDRESS
CITY, STATE. ZIP

We ask that you help us ensure the accuracy of wage reporting for your employees by registering for Business Services Online (BSO). We have been recording these earnings for over 80 years to reconcile employer wage reports and ensure individuals receive the benefits they have earned.

<u>Services Available to Ensure Accurate Wage Reporting</u>

To ensure the accuracy of Social Security number (SSN) and name combinations submitted as part of the wage reporting process, we offer various free online services to employers through our BSO. We highly recommend registering and using these services before, during, and after submitting wage reports.

BSO is available at www.ssa.gov/bso where you can find several of the following services, as well as informational how-to videos for creating a BSO account.

➢ <u>Social Security Number Verification Service (SSNVS) Application</u>: Employers can verify that their employees' names and SSNs match Social Security Administration's (SSA) records. NOTE: This application should only be used for wage reporting purposes, not for screening job applicants.

➢ <u>W-2 and W-2C Online</u>: Employers can create, save, print, and submit up to 50 Forms W-2 or 25 Forms W-2C per submission to SSA. While entering each W-2 or W-2C, the service validates the employee's name and SSN against SSA's records and lets the employer know if the information supplied does not match in SSA's records.

➢ <u>Submission Status and Employer Report Status Application</u>: Employers and third-party submitters can view the processing status, errors **(including name and SSN mismatches)**, and error notices for their wage reports.

➢ <u>AccuWage</u>: Wage file data submitters can test their wage files to ensure compliance with electronic wage filing specifications (EFW2/EFW2c) before submitting them to SSA for processing. AccuWage checks wage files to ensure employee records contain a required first name, last name, and a numeric SSN that does not begin with "9" or "666."

Filing Tips to Ensure Accuracy

Before you file your next annual wage report, please make sure your employment records and the Forms W-2 have your employees' correct names and SSNs. Use the tips below to ensure accuracy.

- ➢ We encourage you to use BSO, especially the SSNVS application to verify SSNs and names prior to completing Forms W-2. Visit our website at www.socialsecurity.gov/employer/notices.htm or call toll-free at 1-800-772-6270 (TTY 1-800-325-0778) for further details.

- ➢ Ask your employees to check their latest Form W-2 against their Social Security cards and to inform you of any name or SSN differences between the two. If the Form W-2 is incorrect, correct your records and prepare a Form W-2C. If the name or SSN on the card is incorrect, advise the employee to visit the nearest Social Security office to update his or her SSN record and obtain a replacement SSN card.

- ➢ Remind employees near the end of each year to report to Social Security any name changes due to marriage, divorce, or other reasons.

- ➢ Ask each new employee to check his or her Social Security card and tell you the name and SSN exactly as shown on the card. (While the employee must furnish their SSN to you, they are not required to show you their Social Security card.)

- ➢ Direct those who do not have SSNs or cards to www.socialsecurity.gov to obtain further information.

- ➢ If you file wage data files, be sure that all of your employees' names are correctly entered in the appropriate fields of the "Employee Wage Record."

- ➢ For more information, see SSA Publication 42-007: Specifications for Filing Forms W-2 Electronically (EFW2).

- ➢ If you file on paper, be sure to enter your employees' names on the Forms W-2 as follows: first name, middle initial, and last name exactly as shown on their Social Security cards.

For SSA forms or publications, call SSA's Employer 800 Number at 1-800-772-6270 (TTY 1-800-325-0778) or visit SSA's website at www.socialsecurity.gov/employer under the "Publications and Forms" tab.

Letters to Be Mailed After the 2018 Filing Period

SSA will begin mailing informational notifications to businesses and employers who submit wage and tax statements (Form W-2) that contain name and SSN combinations 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, inaccurate or incomplete employer records.

If we cannot match the name and SSN reported on a Form W-2 to our records, we cannot credit earnings to a worker's record. When earnings are missing, the worker may not qualify for Social Security benefits he or she is due or the benefit amount may be incorrect.

<u>If You Have Any Questions</u>

If you have any questions about this letter, please call us toll-free at 1-800-772-6270 (TTY 1-800-325-0778) between 7 a.m. and 7 p.m., Eastern Time, Monday through Friday. We can answer most questions over the phone. If you call, please have this letter with you. It will help us answer your questions. Also, general program information is available on our website at www.socialsecurity.gov/employer.

Social Security is committed to protecting personal information and earnings records for millions of Americans. With your help, we can ensure the correct, maximum amount of benefits for your employees and their families.

Social Security Administration