

# Social Security Administration

## Retirement, Survivors and Disability Insurance

### Third Party Provider Notification

(Insert Date)

THIRD PARTY NAME  
STREET ADDRESS  
CITY, STATE. ZIP

Social Security will begin mailing Educational Correspondence (EDCOR) notices in the middle of next year to businesses and employers who submit wage and tax statements (Form W-2) that contain name and Social Security number (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, and inaccurate or incomplete employer records.

If we cannot match the name and SSN reported on a Form W-2 to our records, we cannot reconcile employer wage reports and credit earnings to a worker's record. When earnings are missing, the worker may not qualify for the Social Security benefits they are due or the benefit amount may be incorrect. The EDCOR notice will request employers to review their records and correct errors.

Soon, we will be sending an announcement letter to these businesses and employers with one or more name and SSN combinations submitted within the last several months that we could not process. The announcement letter informs them they will receive an EDCOR notice in 2019 and requests them to review and correct their records. If you are receiving this letter, we believe you will likely have clients who will receive the announcement letter.

You can find information about correcting name and SSN mismatches at a link to our Frequently Asked Questions and other important information at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer). These resources can answer most of your questions.

If you have any additional questions about the EDCOR notices, 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.

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 clients and their families.

*Social Security Administration*