

## Social Security Verification

### Why Social Security Verification is Important

It is important to have correct names and Social Security Numbers (SSNs) on your annual W-2 wage reports. Employers can be subject to penalties when employee names and SSNs don't match the records of the Social Security Administration. Unmatched wage reports can also cause additional processing costs and result in earnings that are not posted to an employee's records.

### How to Verify No More Than Five SSNs

Employers should verify social security numbers of new employees to reduce the chance of these reporting errors. (Employees who have a "green card" or work authorization permit from the INS may not have social security number.) Call the toll-free number for employers, 1-800-772-6270, on weekdays from 7 a.m. to 7 p.m. EST. Employers must provide the company name and EIN. To verify each name and SSN, provide the following information:

- ◆ SSN;
- ◆ last name;
- ◆ first name;
- ◆ middle initial;
- ◆ date of birth; and
- ◆ gender.

For more than five names, contact your local Social Security Office.

### Discrimination on the Basis of Social Security Verification Information

The Social Security Administration will advise an employer if the name and SSN submitted does not match the Administration's records. Failure of a name and SSN to match does not imply intentional false information and may not, in and of itself, be a basis for adverse action against the employee. Company policy concerning the use of the Social Security Administration's verification service should be applied consistently to all employees.

For more information, log onto [www.ssa.gov](http://www.ssa.gov).