

Social Security Administration  
**Retirement, Survivors and Disability Insurance**  
Important Information, Immediate Reply Required

Refer to: S2BC3

Date:

Dear \_\_\_\_\_ :

We recently discovered a problem with the wage report(s) submitted by your company under Employer Identification Number (EIN) \_\_\_\_\_ and tax year \_\_\_\_\_ for your employees. We need your help to correct this problem.

The Social Security Administration is responsible for correctly maintaining each individual's wage record. Therefore, we ask your cooperation in furnishing any additional information that you can provide that would be helpful in resolving this case.

**What You Need To Do**

- Please provide a copy of the wage report(s) previously submitted.
- Please submit corrected Form(s) W-3c/W-2c for tax year \_\_\_\_\_ .
- Other

We cannot correct the wage records unless you give us the information that we requested. This information is important because it could affect your employees' right to future Social Security benefits and the amount of those benefits. Please make sure that the information you provide to us will resolve the problem.

Continued on the Reverse Side

Thank you for your cooperation in this matter. We have enclosed a self-addressed envelope.

If you cannot use the envelope, please mail the requested information to:

**Social Security Administration**  
Division of Business Services  
4-D-15 North Building  
300 North Greene Street  
Baltimore, Maryland 21290-0300

**If You Have Any Questions**

If you have any questions, or need further assistance, please call us toll free at 1-800-772-6270, from 7:00 a.m. to 7:00 p.m. Eastern-time Monday thru Friday. We can answer most questions over the phone. If you do call, please have this letter with you.

*Social Security Administration*

Enclosure(s): Return Envelope