

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

Division of Earnings and Business Services
02-B-2 North Tower W2C Alert Processing
6100 Wabash Avenue
Baltimore, Maryland 21215
Refer to: S2RB4
Date:
EIN:

We are writing to you about the Form(s) W-2c “Corrected Wage and Tax Statement” that you filed for tax year

Based on your corrections, we need to know if our records for your wage report are accurate. We need accurate records to pay the correct amount of Social Security benefits to the right person at the right time.

Our Records

We changed our records by using the amounts shown on your Form(s) W-2c as “correct information”. To ensure that our records are accurate, we enclosed an information sheet for each employee whose record we changed.

The information sheet for the named employee for tax year shows:

- The originally reported wage amount(s)
- The correction(s) you sent to us, and
- The wage amount now on our records

What You Need To Do

Please compare your records to the enclosed employee information sheet(s). Indicate on the employee sheet whether our records are accurate. Then sign, and return the sheet(s) to us. Please return the sheet(s) to us within 30 days from the date of this letter. We assume you got this letter 5 days after the date shown above. For your convenience, we have enclosed a self-addressed envelope. If you cannot use the envelope, please mail the completed sheet(s) to the address above. You can also fax the information to (410) 966-1632.

If You Have Questions

If you have questions about employer reporting please visit our employer website at <http://www.socialsecurity.gov/employer> or call us toll-free at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern Time, Monday through Friday. We can answer most questions over the phone. If you call, please have this letter with you.

Suspect Social Security Fraud?

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

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Enclosure(s):
Employee Information Sheet(s)
Return Envelope