

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

Division of Earnings and  
Business Services  
6100 Wabash Avenue  
Baltimore, Maryland 21215  
Refer to: S2RB4  
Date:

We recently found that our wage report(s) for your employee(s) might not be correct. We need your help to correct them. The reports are for Tax Year (TY) \_\_\_\_\_ under Employer Identification Number (EIN) \_\_\_\_\_

**Why We Need This Information**

Your help is important to your employee(s) and us. We need accurate records to pay the correct amount of Social Security benefits to the right person at the right time.

**What You Need To Do**

Please send us the information in the checked boxes below.

- ☐ A copy of the wage report(s) you previously submitted.
- ☐ Corrected Form(s) W2c, for Tax Year \_\_\_\_\_
- ☐ Corrected Form(s) W3c, for Tax Year \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Thank you for your help. We cannot correct the earnings record(s) unless you give us the information we need.

**Where To Send Information**

For your convenience, we have enclosed a self-addressed envelope. If you cannot use the envelope, please mail the forms and any information to the Social Security office address shown above. If you wish, you may fax us the information at 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).

*Social Security Administration*

Enclosure(s): Return Envelope