

Social Security Administration  
**Retirement, Survivors and Disability Insurance**

**SECOND REQUEST**

Date: MM/DD/YY

EIN: 99-9999999

Tax Year: 9999

**COMPANY NAME**

**ADDRESS 1**

**ADDRESS 2**

**CITY, ST 99999-9999**

**Important Information, Immediate Reply Requested**

We informed you earlier that the wage reports we have for your employees may not be correct. We asked you for information to help us correct them. We have not heard from you. It is important that we receive this information promptly.

**What We Found**

The W-2/W-2c totals we processed (Social Security wages and tips, and Medicare wages and tips) did not match the totals you reported to the IRS for the EIN and tax year above. (See questionnaire enclosed). There may be several reasons why these totals do not match. Most often, it is because we have not received all the Forms W-2 that are due, or smaller W-2 wage amounts were reported to SSA than what you reported to the IRS on your Forms 941, 943, 944 or Schedule H (Form 1040).

**What You Should Do**

Please check your records. Make sure you have correctly reported your employees' wages. See if there is any other reason for the different wage totals. Then, fill out the enclosed questionnaire and return it within 45 days.

**NOTE:** SSA no longer accepts magnetic media submissions. We encourage you to file your wage reports electronically, using Business Services Online (BSO). You can find more information on wage report filing by going to our employer reporting website at: [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).

Enclosure:  
Return Envelope

See Next Page

999999999-99-MMDDYY

SSA-L-94-SM (04-11)

## **About the Questionnaire**

If the questionnaire shows only the IRS wage totals, it means we do not have copies of any Form W-2 wage reports for your employees for that tax year. Or, it may show that the Form W-2 wage totals we have in our records are less than those that are on the Forms 941, 943, 944 or Schedule H (Form 1040) returns you filed with the IRS.

For your convenience we have enclosed a self-addressed envelope. If you cannot use the envelope, please mail the completed questionnaire and requested information to:

**Social Security Administration  
P.O. Box 33021  
Baltimore, Maryland 21290-3021**

We cannot correct your employees' wage records unless you give us the information that we requested. This information is important. It could affect your employees' rights to future Social Security benefits and the amount of those benefits. Please make sure that the information you give us will resolve the problem. Always keep your wage records for four (4) years to back up your wage and tax reports, in case SSA or the IRS have questions about them later.

## **If We Do Not Receive This Information**

If you do not send the information we need to correct your employees' wage records or you do not contact us within 45 days, we will refer this matter to the IRS. If the IRS finds that you made a reporting error, **they may charge you a penalty.**

## **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).

**If You Have Any Questions**

If you have any questions, please write to us at the above address or call us at 1-800-772-6270 between 7:00 A.M. and 7:00 P.M., Eastern time, Monday through Friday.

*Social Security Administration*

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