

THIS IS WHAT YOU NEED TO DO

- 1. Compare the information shown on the front of this letter to your employment records.
- 2. If the records match, ask the employee to give you the name and Social Security number exactly as it appears on the employee's Social Security card. (While the employee must furnish the SSN to you, the employee is not required to show you the Social Security card. But, seeing the card will help ensure that all records are correct.)
- 3. If the employee's Social Security card does not show the employee's correct name or Social Security number, or if the employee needs to report a name change or replace a lost Social Security card, have the employee contact any Social Security office.
- 4. If you or the employee has been using an incorrect name or Social Security number, you must correct it.
- 5. Fill in the requested information below and return this letter in the enclosed envelope. (Do not attach a Form W-2c to this letter.)

REQUEST FOR EMPLOYER INFORMATION (Please Print--Use Black Ink or #2 Pencil)

1. Name shown on the employee's Social Security card:

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First M.I. Last

2. Social Security number on the employee's card:

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3. Do the earnings reported belong to this employee? Yes No (Explain)

4. Has the employee ever used another name? No Yes (Give other names used)

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First M.I. Last

5. Does the employee still work for you? Yes No (Give full last known address)

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ADDRESS

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CITY STATE ZIP

6. Daytime phone number where you can be reached _____ - _____ - _____

If you have any questions, you may call us toll-free at 1-800-772-6270 from 7 a.m. to 7 p.m., Monday through Friday, Eastern time. If you call an office, please have this letter with you. It will help us to answer your questions.

Terry Stradtman
Terry Stradtman
Associate Commissioner for
Central Operations