

Social Security Administration
Retirement, Survivors, and Disability Insurance
Request for Employer Information

Social Security Administration
Data Operations Center
P.O. Box 80
Wilkes Barre, PA 18767-0080

Date:

Sequence Number:

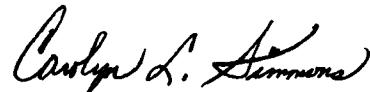
Employer Number:

We are writing to you about your Wage and Tax Statement (W-2) for the employee shown below. The amount you reported appears to be payments made after the employee stopped working for you and is not covered by Social Security.

Employee's Name:
Social Security Number:
Reported Earnings:
Tax Year:

Please fill in the information on the back of this form and mail it to us in the enclosed envelope. If possible, verify the number on the employee's Social Security card and check your records to give us the information requested.

If you have any questions about this letter, you may call us toll-free at 1-800-772-6270 from 7:00 a.m. to 7:00 p.m., Eastern Standard Time.



Carolyn L. Simmons
Associate Commissioner for
Central Operations

Enclosure:
Envelope

Social Security Request for Employment Information

1. Does the employee still work for you? Yes No
(Give Last Known Address)

2. Did employment end because the employee died? Yes No

If employment ended because the employee died, refund the employee's share of the Social Security taxes to the employee's estate or next of kin, and obtain a receipt. Then, ask for a refund of the employer and employee Social Security taxes from the Internal Revenue Service (IRS). For details about how to obtain a refund, contact the IRS (there are time limits for seeking a refund from the IRS).

Earnings paid a deceased employee after the year of death are not wages subject to Social Security or Medicare taxes and should be reported on Form 1099. (See IRS W-2 reporting instructions)

3. If the earnings shown above are earnings covered by Social Security, print the name and number shown on the employee's Social Security card and the tax year of these earnings:

	FIRST	M. INITIAL	LAST
Name:	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 250px; height: 20px;" type="text"/>
Social Security Number:	<input style="width: 30px; height: 20px;" type="text"/>	-	<input style="width: 30px; height: 20px;" type="text"/>
	<input style="width: 30px; height: 20px;" type="text"/>	-	<input style="width: 30px; height: 20px;" type="text"/>
	<input style="width: 30px; height: 20px;" type="text"/>		Tax Year: <input style="width: 80px; height: 20px;" type="text"/>

THE PRIVACY ACT

Section 205(a) of the Social Security Act allows us to ask for the information on this letter. The information you give us will be used to give the employee credit for the correct amount of wages. You do not have to complete this letter, however, if you don't, we can't give the employee credit for the correct amount of wages.

We may give this information to the Internal Revenue Service for tax administration purposes or to the Department of Justice for investigating and prosecuting violations of the Social Security Act. We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State or local agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. This information may be used or more about this, even if you do not agree to it.

Explanations about these and other reasons why the information you give us may be used or more about this, given out are available in the Social Security office. You may contact any Social Security office.

See revised Privacy Act and Paperwork Reduction Act Statements below.

PAPERWORK REDUCTION ACT

This information collection meets the requirements of 44 U.S.C. 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 10 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.

Attachment 1

Privacy Act Statement

Social Security Request for Employment Information

Sections 205(a), 205(c)(2) and 233 of the Social Security Act (40 U.S.C. § 405 and 433), and the Federal Records Act of 1950 (64 Stat. 583), authorizes us to collect the information contained on this form. The information you provide will be used to give the employee credit for the correct amount of wages he or she earned in a given tax year. Completion of this form is voluntary. However, failure to provide all or part of the requested information may affect the processing of this form and could prevent the employee from acquiring his or her correct earnings information.

We rarely use this information provided on this form for any other purpose other than for the reasons explained above. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. As a quarterly record detail file to provide data in wage investigation cases;
2. As a primary working record file of all SSN holders;
3. To record the latest employer of a wage earner;
4. To provide information to employers/former employers for correcting or reconstructing earnings records and for Social Security tax purposes; and,
5. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity of Social Security programs.

This information may be provided to the Internal Revenue Service for tax administration purposes or the Department of Justice for investigating and prosecuting violations of the Social Security Act. In addition, we may also use this information you provided in computer matching programs. Matching programs compare our records with records kept by other Federal, State or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded and administered benefit programs.

A complete list of routine uses for this information is available in Systems of Records Notice, entitled, Earnings Recording and Self-Employment Income System, Social Security Administration Office of Systems, 60-0059. The notice, additional information regarding this form, and information regarding our programs and systems, are available on-line at www.socialsecurity.gov or at your local Social Security Office.

SSA will insert the following revised PRA Statement into the form at its next scheduled reprinting:

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 10 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE.** You can find your local Social Security office through SSA's website at www.socialsecurity.gov. Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778). *You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*