

WAGE REPORT QUESTIONNAIRE

INFORMATION ON WAGE REPORT

Employee _____ , _____
(last name) (first name) (middle)

SSN _____ Wages _____

- 1) Is the W-2 information listed above correct for this employee? Yes _____ No _____
If no, what is incorrect? _____

- 2) Have you received any previous correspondence from the Social Security Administration regarding problems with your wage reports for this employee? Yes _____ No _____
- 3) We show your EIN as _____. Is this correct?
Yes _____ No _____ If no, please provide EIN _____
- 4) What is the employee's date of birth? ___ ___ / ___ ___ / ___ ___ ___ (month, day, year)
- 5) Have you retained copies of any identification (ID) that the employee on file may have provided? Yes _____ No _____
- 6) Do the name and Social Security number on the application match the ID the employee provided? Yes _____ No _____
If no, please explain the difference _____

- 7) Did you see the employee's Social Security card? Yes _____ No _____
If yes, did you make a copy of it? Yes _____ No _____
- 8) Does this employee still work for you? Yes _____ No _____
If no, when did the employee leave? _____

9) Do you have a current address for the employee? Yes _____ No _____

If yes, please provide the address :

10) Did the employee change his or her name while employed by you?

If yes, please list old and new names: _____

11) Has the employee provided a different Social Security number or Tax ID number (ITIN) while employed by you?

If yes, please list previous Social Security number and current one:
