

**SECOND REQUEST  
EMPLOYER QUESTIONNAIRE  
SSA HAS NO RECORD OF EMPLOYER REPORT**

IRS records show that you paid taxes on the wages that appear below. However, SSA does not have a record of processing your Forms W-2 and W-3 for these wages. IRS requires you to send Forms W-2 to SSA.

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IRS Data (941, 943, 944 or Schedule H (Form 1040) electronic and/or paper returns) for  
Tax Year: YYYY  
EIN: 99-9999999

Employer Name: Employer Name

|                                     |              |
|-------------------------------------|--------------|
| Employee Soc. Security Wage Totals: | \$999,999.00 |
| Employee Soc. Security Tip Totals:  | \$999,999.00 |
| Employee Medicare Wage/Tip Totals:  | \$999,999.00 |

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**CHECK AND COMPLETE**

Check and complete any items that apply to your wage report for the tax year shown above. If you send a wage report that shows a different total from the amount shown above, please explain why in number 6.

1.  I did not file Forms W-2 with SSA. I am now taking the following action (check one):

Enclosing the original Copy A of paper Forms W-2 and W-3, or

Sending SSA an electronic file.

*Caution: You must identify this as a reconciliation file when you submit it!* Enclose the electronic receipt showing the Wage File ID (WFID) as proof of filing.

2.  I filed Forms W-2 under the EIN for the TY shown above. I am now taking the following action for the wages I previously reported (check one):

Enclosing legible copies of paper Forms W-2 and W-3, or

Sending SSA an electronic file.

*Caution: You must identify this as a reconciliation file when you submit it!* Enclose the electronic receipt showing the Wage File ID (WFID) as proof of filing.

3.  I filed Forms W-2 under EIN \_\_\_\_\_, rather than the EIN shown above. (Attach legible copies if on paper. Enter the Wage File ID (WFID) if electronic (or other proof of filing if a third-party, such as a payroll service e-filed for you).

4. ( ) I filed but cannot locate my copies of Forms W-2 and W-3. I am now taking the following action (check one):

( ) Enclosing duplicate copies of paper Forms W-2 and W-3, or

( ) Sending SSA an electronic file.

Caution: You must identify this as a reconciliation file when you submit it! Enclose the electronic receipt showing the Wage File ID (WFID) as proof of filing.

5. ( ) I was not required to file Forms W-2 with SSA, as I was self-employed. (Attach a legible copy of Form 1099 or 1040 with a Schedule SE or Schedule C that shows SE tax).-

6. ( ) Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Your Name and Title ( ) \_\_\_\_\_  
Daytime Phone, with area code

**INFORMATION ABOUT THE DATA YOU SEND SSA**

The name, Social Security number and wage amounts on the Forms W-2 must be readable and complete. If we cannot read all information on the documents you submit, or if any of these items are missing, we cannot add the wages to the employee's wage record. If you need blank copies of the Forms W-2 or W-3, call IRS at 1-800-829-3676. If your copies of the Forms W-2 are illegible, please prepare duplicates on blank copies of the Forms W-2. Make sure the Forms W-2 show the year for which the wages are being reported.

**Note:** If you send 250 or more wage items to us, you must file your wage reports electronically in accordance with Publication 42-007: *Specifications for Filing Forms W-2 Electronically (EFW2)*. For ~~to~~ get more information, go to our website at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) or call SSA's Employer Reporting Branch at 1-800-772-6270 from 7:00 A.M. to 7:00 P.M., Eastern time, Monday through Friday.

**RETURN THIS QUESTIONNAIRE**

Please send all requested information to:

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

**Do not send cash, checks or money orders to SSA. Tax payments are payable to the Internal Revenue Service.**

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