

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

Date: **MM/DD/YY**  
EIN: **99-9999999**  
Tax Year:

**COMPANY NAME**  
**ADDRESS 1**  
**ADDRESS 2**  
**CITY, ST 99999-9999**

**Important Information, Immediate Reply Requested**

We recently found that wage reports submitted for your employees may not be correct. We need your help to correct them.

Each year we check our processed wage totals for the Forms W-2 you sent us against the Forms 941, 943, 944 or Schedule H (Form 1040) employment tax returns you filed with the Internal Revenue Service (IRS).

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

**What We Found**

W-2/W-2c totals processed by SSA (Social Security wages and tips, and Medicare wages and tips) did not match the totals reported to 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 were reported to IRS on your Forms 941, 943, 944 or Schedule H (Form 1040).

**What You Should Do**

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

Enclosure(s):  
Pub 16-002  
Return Envelope

See Next Page

SSA-L-93-SM (11-07)

999999999-04-MMDDYY

**FORM APPROVED OMB NO. 0960-0432**

### **About the Questionnaire**

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

We have enclosed a pamphlet entitled “*Don’t Let Your Employees Down*” that includes information to help you complete the questionnaire. Also see “Reconciliation Process” at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).

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

**Social Security Administration  
Metro West  
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 because 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, should SSA or IRS have questions about them at a later date.

-

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

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

### **If You Have Any Questions**

If you have any questions that cannot be answered by the enclosed pamphlet or the website, 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.

Terry Stradtman  
Associate Commissioner for  
Central Operations

SSA-L-93-SM (11-07)

99999999-04-MMDDYY

**PRIVACY/PAPERWORK ACT NOTICE**

We are allowed to collect facts about your employees under section 205(c)(2)(A) of the Social Security Act (42 U.S.C.) (405)(C)(2)(A). Your help will allow us to properly credit the earnings records for your employees. You do not have to give us these facts, but, if you do not, we will refer your case to IRS.

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 government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

**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 30 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.*

SSA-L-93-SM (11-07)