

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

Date: **MM/DD/YY**  
EIN: **99-9999999**  
Tax Year: **9999**

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

**Important Information, Immediate Reply Requested**

Each year, the Social Security Administration (SSA) compares the wage totals on the Forms W-2 you sent us against the wage totals on the employment tax returns (Forms 941, 943, 944 or Schedule H - Form 1040) you filed with the Internal Revenue Service (IRS). For the EIN and tax year noted above, the SSA wage totals don't match the IRS wage totals.

**What You Should Do**

Acknowledge this notice by completing the online IRS/SSA Reconciliation (ISR) questionnaire within 45 days. Additionally, you should take action to correct the issue. If you're unsure of how to correct the issue, the questionnaire will help you determine what you should do.

**About the Questionnaire**

The online ISR questionnaire contains questions specific to your situation. Your responses will help to determine why the wage totals don't match. After submitting the questionnaire, you'll receive electronic proof of your acknowledgement and suggestions on how to fix your issue.

To use the online questionnaire, follow these steps:

1. Log into SSA's Business Services Online (BSO) at <https://www.ssa.gov/BSO/BSOwelcome.htm>. If you don't have a BSO User ID, you can register for one on this website.
2. Select the "Report Wages to Social Security" link.
3. Select the "I Accept" button on the Wage Reporting Attestation page.
4. Select the "Manage Reconciliation Notices" link in the IRS/SSA Reconciliation Notice section.

If you can't access the BSO website, complete the enclosed questionnaire and mail to:

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

You'll resolve this matter more quickly if you submit original and corrected wage reports electronically using the BSO website. If you don't have a BSO User ID, you can register at <https://secure.ssa.gov/acu/IRESWeb/registration.jsp>.

**If You Don't Take Appropriate Action**

Failure to take appropriate action could impact your employees' rights to future Social Security benefits and the amount of those benefits, as well as their Medicare eligibility. Additionally, **we'll refer this matter to the IRS**. If the IRS determines that you made a reporting error, and that you failed to respond to our request, **they may charge you a penalty**.

**If You Have Any Questions**

We've enclosed a pamphlet entitled "Don't Let Your Employees Down" with information to help you complete the questionnaire. For more information on wage reporting and reconciliation, go to the Employer W-2 Filing Instructions & Information website at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer). If you still have questions, call us at 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time, or email us at [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov). For security reasons, we don't accept email attachments.

**Suspect Social Security Fraud?**

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

*Social Security Administration*

Enclosure(s):  
Pub 16-002  
Return Envelope