

Social Security Administration
Retirement, Survivors and Disability Insurance

SECOND REQUEST

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

We informed you earlier that the wage reports we have for your employees may not be correct. We asked you for information to help us correct them. We have not heard from you. It is important that we receive this information promptly.

What You Should Do

Please check your records and make sure you have correctly reported your employees' wages.

- Check your report for wages below the household limit, if you are a household employer.
- Check your report for third party sick pay.
- Check for corrected reports and see if there is any reason for the different wage totals.
- Fill out the enclosed questionnaire and return it within 45 days.

Note: We encourage you to file your original and corrected wage reports electronically, using Business Services Online (BSO). You can find more information on wage report filing by going to our employer reporting website at: www.socialsecurity.gov/employer.

Enclosure(s):
Return Envelope

See Next Page

About the Questionnaire

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

To help you complete the questionnaire, you can go to <http://www.socialsecurity.gov/employer> and click on "Reconciliation" for more information.

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

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

If We Do Not Receive This Information

We cannot correct your employees' wage records unless you give us the information that we requested. This information is important. It could affect your employees' rights to future Social Security benefits and the amount of those benefits. Please make sure that the information you provide to us will resolve the problem. Always keep your wage records for four (4) years to back up your wage and tax reports, in case SSA or the IRS have questions about them later. If you do not send the information we need, we will refer this matter to the IRS. If the IRS finds that you made a reporting error, or fail to respond to our request, they may charge you a penalty.

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).

If You Have Any Questions

If you have any questions not answered by the enclosed pamphlet or the website, please write to us at the above address or call us at 1-800-772-6270 Monday through Friday, 7:00 a.m. to 5:30 p.m., Eastern Time.

Social Security Administration