



Social Security Number Verification: Updates and Reminders

April 27, 2011

Important Update: Social Security Administration (SSA) resumes the "No-Match" rule.

Employers can ensure current and/or former employees' social security records are correct for the purposes of completing the IRS Form W-2, Wage and Tax Statement, by using SSA's online Social Security Number Verification Service (SSNVS).

Social Security Administration (SSA) Resumes "No-Match" Letters

The [Social Security Administration](#) (SSA) has resumed sending employers' No-Match letters. This letter is a written notification from SSA to an employer when a discrepancy exists between information reported by an Employer and information listed in SSA's database for W-2 reporting. This ends a three year break when a new regulation issued in 2007, was challenged in court, subjected to an injunction and ultimately never implemented.

If employers receive a SSN No-Match letter, under SCI *Best Practices*, they are advised to:

- Ensure that the information submitted to the SSA is correct by checking their administrative records.
- Notify the employee to review the information on records to determine that his/her name and SSN are correct.
- Give the employee a reasonable amount of time to rectify the discrepancy with the SSA.
- Document the efforts to resolve the discrepancy and the final outcome.

For more information, from the Social Security Administration (SSA) "*Handling Inquiries Relating to SSA Letters on No-Match Names and Social Security Numbers (SSNs)*" visit:

<https://secure.ssa.gov/apps10/public/reference.nsf/links/04052011011437PM>

Verify Employee Social Security Numbers (SSNs)

Employers can verify current and former employee names and SSNs match the SSA's records. Employee SSNs can be verified immediately upon hire and prior to submitting paperwork to SCI.

Two internet verification options via SSNVS:

- Access SSA's website, www.socialsecurity.gov/employer/ssnv.htm, where up to ten (10) employee SSNs can be verified online with immediate results provided.
- Upload overnight files of up to 250,000 names and SSNs and usually receive results the next government business day. This option is ideal if you want to verify an entire payroll database or if you hire a large number of workers at a time.

***Register to Use the Social Security Number Verification Service (SSNVS)**

1. Begin Registration: Go to - www.ssa.gov/bsowelcome.htm to start the process. You can only register once in your own firm's name.

SCI Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Chicago • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932 **Dothan** • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722
Los Angeles • 800.932.4610 ext. 2661 **Orlando** • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211
Tampa • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610

www.scicompanies.com



2. Get User ID and Select Password: Complete the registration form and select your own password. Social Security will verify your identity against their records and display a User ID. Make note of your User ID, password and expiration date. Should you have difficulty with this step of the registration process, call your assigned SCI Professional for assistance with your applicable EIN # and company name as filed through SCI Entities.
3. Request Access and Activation Code: Return to www.ssa.gov/bsowelcome.htm and login with your User ID and password. Select "Request Access and Activation Code." Your activation code is *mailed* to the address provided when registering.
4. Begin Using the Service: Once you receive your activation code, login to www.ssa.gov/bsowelcome.htm, select Login, input your User ID, password and activation code.

Non-Confirmation of a Social Security Number (SSN)

No adverse action should be taken based solely upon initial non-confirmation. If an employee's SSN does not match the SSA's records, an employer should not take any adverse action against the employee at that time. This information is not in any way a statement about the employee's immigration status. There are several reasons why a SSN might not match the SSA's records.

Important Employer Resources

- Verify SSNs Online – *Business Services Online (BSO) Overview*: www.ssa.gov/bsowelcome.htm
- Learn How to Use SSNVS – *Registration, Information and Instructions to Verify Social Security Numbers Online*: www.socialsecurity.gov/employer/ssnv.htm
- SSNVS Handbook – *Including detailed instructions on registering and/or using SSNVS*: www.ssa.gov/employer/ssnvs_handbk.htm

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies