

Sample Letter to Employee - Re: SSN No-match

[Date:]

Re: Social Security Number:

Dear [Employee's Name:]

The Company received notification from: [Check appropriate box]

- Social Security Administration (SSA)
- Internal Revenue Service
- State Franchise Tax Board
- Employment Development Department
- A person claiming to have the same SSN that we have on file for you
- Other: _____

that your Social Security number (SSN) shown above might not relate to you.

The entity or person noted above is asking the Company to: [Check appropriate box]

- Garnish your wages
- Resolve the discrepancy
- Discontinue using the SSN
- Other: _____

This letter is to notify you of this issue.

To resolve this problem, please show me your SSN card to verify that the name and SSN we have on file for you is correct. If the name or SSN we have on file for you is not your name or SSN, then give us your name or SSN so we can correct our records. If the name and SSN we have for you are your true name and SSN, then contact the entity or person noted above to resolve the conflict.

You have 120 days to resolve this apparent discrepancy. Promptly report its resolution to me.

If you provide the Company with a new name or SSN, the Company will submit that new information to SSA for verification. (It is possible but rare that a person would be assigned a new or different SSN.) If SSA advises the Company that the new SSN is invalid or does not otherwise match the SSA's records, the Company will not record it in your personnel record. Unless you provide the Company with credible evidence of its legitimacy, the Company will deem the requested change as an act of attempted fraud and discharge you for that reason.

Sincerely,

[Company representative's name:]

I acknowledge I received this notice.

Employee's Signature: _____ Date: _____