Sample Letter Employers Can Give to Employees

We verified the following information with Social Security on this date: _____.

Name _____

Social Security Number _____

According to Social Security, the information above does not match Social Security's records. You should:

- Check to see if the information above matches the name and Social Security Number on your social security card. If it does not match, please provide me with the exact information as it is shown on your Social Security card.

- If the information above matches your card, please check with any local Social Security office to resolve the issue. Once resolved, please inform me of any changes. Go to www.ssa.gov or call 1-800-7721213 to find the office nearest you.

NOTE: This notice does not imply that you intentionally provided incorrect information about your name or Social Security Number, nor does this adversely affect your employment.