**Verify names/SSNs with SSA**

Employers can use Social Security’s free service to match employees’ names and SSNs with Social Security’s records at the time of hire or before they prepare and submit Forms W-2. There are three verification options. If an employer has:

* **Up to 5 Names/SSNs** — They can be verified over the phone while you wait. Call 1-800-772-6270 and have available your Company Name and Employer Identification Number and the employee’s full name (including middle initial), SSN, date of birth, and gender.
* **Up to 50 Names/SSNs** — Contact the Local Social Security Office.
* **Over 50 Names/SSNs** — Submit the names on magnetic tape, cartridge, diskette, or paper. A simple registration process is required. If an employer discovers that an employee’s SSN is incorrect, the employer should ask to see the employee’s Social Security card to assure that the SSN and name are shown correctly in your payroll records. If the information matches, ask the employee to check with any Social Security Office to determine and correct the problem. Employers should document the action taken to obtain the correct SSN and continue to report using the SSN given to you by the employee. Employers who get a corrected name and/or SSN from the employee after they filed Form W-2, should submit a Form W-2c to make the correction.