



Dear Clients and Friends,

Social Security numbers are very powerful numbers. They are often the target of identity thieves – so safeguarding them has become critical.

But, employers know that wrong social security numbers can pose problems that are far reaching – effecting income taxes, retirement and medical benefits. Therefore,

the ability to verify these all-important digits is a boon for employers and employees.

Using the Internet to verify SSNs can be both faster and easier than paper or telephonic verification. And, completing paperwork accurately saves costs and reduces administrative red tape!

*Sincerely yours,
Jim Lill, President*

Verification of SSNs

The Social Security Number Verification Service (SSNVS) allows employers to verify employee names and social security numbers with Social Security records. This service is expressly for employers to ensure that names and Social Security numbers (SSNs) on the W-2 match Social Security records.

It is illegal to use SSNVS to verify SSNs of potential new hires. It can be used for newly hired workers to verify their information. But, this can be done only if it used for all newly hired workers.

Some employers have questioned whether SSNVS can be used to verify information on workers in their database. The Social Security Administration instructions note that this is allowed but only if verification is done for all workers in the entire database.

The SSA also prohibits employers from using the SSNVS to take negative action against an employee whose name and SSN do not match

Social Security's records. A mismatch is not a basis, in and of itself, for adverse action nor does it make a statement about immigration status.

Mismatches may be due to a typographical error. Employers may ask employees to show a Social Security card to ensure that they have the correct information.

Employers can use the Internet to verify social security numbers. For immediate results, employers can verify up to 10 names and SSNs. This option is best in new hire situations.

An overnight upload of files of up to 250,000 names and SSNs can be accomplished with results by the next government business day. This is the best method to verify an entire payroll database.

Employers must register to use SSNVS at www.socialsecurity.gov/bsowelcome.htm.

Ask us about free COBRA, FSA and FMLA administration!

The Advisor Advantage