

Social Security Administration
Retirement, Survivors and Disability Insurance
Important Information, Immediate Reply Required

Refer to: S2BC3

Date:

Dear _____ :

We recently discovered a problem with the wage report(s) submitted by your company under Employer Identification Number (EIN) _____ and tax year _____ for your employees. We need your help to correct this problem.

The Social Security Administration is responsible for correctly maintaining each individual's wage record. Therefore, we ask your cooperation in furnishing any additional information that you can provide that would be helpful in resolving this case.

What You Need To Do

- Please provide a copy of the wage report(s) previously submitted.
- Please submit corrected Form(s) W-3c/W-2c for tax year _____ .
- Other

We cannot correct the wage records unless you give us the information that we requested. This information is important because it could affect your employees' right to future Social Security benefits and the amount of those benefits. Please make sure that the information you provide to us will resolve the problem.

Continued on the Reverse Side