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## **Social Security Administration (SSA) Notice**

The Social Security Administration (SSA) is sending notices to employers if there are mismatches between the employees name and SSN reported on the 2018 W2s and the SSA records.

*This is a legitimate notice and the letter is a new communication from the SSA this year.*

Please follow the instructions on the notice to create an employer account on the BSO website (if you have not done so already) and review the reason for the notice. If you determine that corrections are necessary, we would be glad to assist and process the correction (a onetime charge of \$25/W2c will apply). According to the notice any inconsistencies should be addressed within 60 days from the date they received the letter.

Just a few of the reasons you may be receiving the notice:

- The name and SSN on the W2 do not match the social security card exactly
- Married name is used in payroll but the name was not changed with the SSA
- Last name is shortened in payroll
- SSN is incorrect as listed on the W-4

If you have any questions or need further assistance with these requests, please contact us at [support@hsapayroll.com](mailto:support@hsapayroll.com).

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