

Below is suggested text for notification letters. Please use **your agency letterhead and agency Payroll/Personnel Officer signature.**

Date

Dear (employee):

We have been notified by the Office of the State Comptroller that your Social Security Number (SSN) or name as maintained in the State Payroll System is different from the Social Security Administration's (SSA) database.

Most often, the discrepancy is that your name does not match the SSA's records for your SSN.

Federal and State laws require SS earnings to be reported under the correct SSN and name. Correcting this discrepancy ensures accurate posting of Social Security earnings and avoids potential problems with collecting future Social Security benefits that you are entitled to.

Please contact this office at your earliest convenience, so that we may work with you to comply with these requirements and to ensure proper recording and reporting of your earnings to the SSA.