

Below is a suggested text for the notification letter to affected employees. 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.

The most common discrepancy is that your name does not match the SSA's records for your Social Security Number.

Federal and State laws require Social Security 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 to which you are entitled.

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 Social Security Administration.