

## **Verify Social Security Numbers Online**

The Social Security Number Verification Service (SSNVS) allows employers to use the Internet to match their record of employee names and Social Security numbers with Social Security records before preparing and submitting Forms W-2. Making sure names and Social Security numbers on the W-2 match our records is important because unmatched records can result in additional processing costs for you and uncredited earnings for your employees. Uncredited earnings can affect future eligibility to (and amounts paid under) Social Security's retirement, disability and survivors program.

You have two options for using SSNVS:

- 1) Direct keying of up to 10 names/Social Security numbers at a time onto Social Security's website with immediate results, and;
- 2) Upload a file with up to 250,000 names/Social Security numbers with next business day results.

Employers can verify the names and Social Security numbers of employees only after they are hired. It can not be used as part of the pre-hiring process. If you are a tax preparer, accountant, payroll agent, payroll service or you process Forms W-2 on another company's Employer Identification Number, you can verify names and Social Security numbers on behalf of your client(s), but only for wage reporting purposes.

You only need one PIN (even if you represent more than one company). For more information about SSNVS, including registration and step-by-step instructions visit <http://www.socialsecurity.gov/employer/ssnv.htm>.