



## CHECK SOCIAL SECURITY NUMBERS

*Have you ever* received a letter from the Social Security Administration about mismatched numbers? Did you know that your company could face penalties if you do not address mismatched numbers? That's why many companies verify employee social security numbers upon hire.

*The Department of Homeland Security* recommends that employers verify the Social Security numbers of all new employees. Ensuring that you have correct Social Security numbers helps both the company and the employee since applying wages to the wrong Social Security number will affect the employee's ability to collect benefits in the future.

The verification process is voluntary and free. After registering with Social Security, your company will be able to verify social security numbers by phone or Internet (up to 10 numbers at a time). The Social Security office recommends online registration.

You can verify numbers only for employees, not applicants or contractors. It is also important to have a policy of verifying *all* new employee social security numbers, not just a randomly selected few.

Here are some directions from the Social Security website on how to verify Social Security numbers online:

### How to use Social Security Number Verification Service (SSNVS)

- Go to [www.ssa.gov/bsowelcome.htm](http://www.ssa.gov/bsowelcome.htm) Website and log in.
- Choose Social Security Number Verification Service.
- Direct Key Results - Verify up to 10 names/SSNs online for immediate results.
- Overnight Results- Upload a file with up to 250,000 names/SSNs for next business day results.
- You will receive a response of all names/SSNs that did not verify.

If you have problems, call 1-800-772-6270 Monday through Friday from 7a.m. -7p.m. Eastern Time. You may also contact Social Security by e-mail at [Employerinfo@ssa.gov](mailto:Employerinfo@ssa.gov).

Verification of Social Security numbers may not be a requirement, but it is a valuable business practice.

If you have any questions about this information, please feel free to call your Human Resources Representative at 978-343-0048 in New England and 904-739-0796 in Florida.

**Human Resources Department**

**Resources Management, Inc.**