IMPORTANT INFORMATION

SOCIAL SECURITY REQUIREMENTS

In order to prevent errors in posting earnings to an employee’s social security account and in preparing the W-2 form, the IRS requires the employer to record the name and number of each employee exactly as they are shown on the employee’s social security card. Therefore, the employee must provide a copy of his/her social security card for the permanent record. If the employee’s name is not correct on the card (for example, because of marriage or divorce) the employee should request a new card from the Social Security Administration (application enclosed).

The employer must continue to use the old name until the employee presents a new social security card with the new name.