

Below is 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 NYS Office of the State Comptroller that your Social Security Number (SSN) and/or name as maintained in the State payroll system differs from records maintained by the Social Security Administration (SSA).

Federal law requires that reports of wages paid and withheld taxes be reported under the correct SSN and name. State law also follows Federal law in this case.

Correcting this discrepancy ensures accurate posting of your earnings and tax withholdings and avoids potential problems with collecting future benefits to which you may be entitled.

Please contact this office as soon as possible so that we may work with you to comply with these requirements.