

**SOCIAL SECURITY MISMATCH POLICY
MODEL LETTER #2**

Date

Name
Street Address
City, Zip

SECOND REQUEST

RE: (SSN)

Dear _____:

You were notified, in writing, that your name and/or Social Security number on the University's records did not match the information in the records of the Social Security Administration. The University has been notified a second time that the mismatch still has not been corrected.

The number on the University's records is indicated above. If this number does not agree with the number on your Social Security card, please come to the Human Resource Department to get this information corrected on your record.

If this number is the same as the number on your Social Security card, please contact the local Social Security Office to clear up any misunderstanding regarding your name and/or Social Security number.

This is an important issue and should be taken seriously. Your Social Security number is used to report not only your payroll tax withholding but many of your benefits, such as health and retirement.

It is very important that this mismatch be corrected as soon as possible. Please be aware this is a very serious matter which should not be ignored. Please give this matter your immediate attention. If you have any questions, please contact the Human Resource Department at XXX-XXXX.

Sincerely,

(Benefits Specialist's)