



Payroll Social Security Verification

INSTRUCTIONS

Please complete the information below as it appears on your social security card.
It is critical that payroll records reflect your exact name that is listed on your Social Security Card for W2 purposes.

Full Name: (as it appears on your Social Security Card)	
Social Security Number	

I acknowledge that the information above reflects the information that is displayed on my social security card. I understand that this form will be part of my permanent payroll record, and that any change to this information must be reported immediately to the Payroll Office.

Employee Name: _____ Employee Signature: _____ Date: _____

Former Last Name: _____ (only if you are changing your last name)