SSN Verification for SSA

It's recommended take advantage of the Social Security Number Verification Service (SSNVS) process provided by the Social Security Administration's (SSA) Business Services Online (BSO). It allows registered users to verify the names and social security numbers of employees against SSA records.

There are two Internet verification options you can use to verify that your employee names and Social Security numbers (SSN) match Social Security's records.

- Verify up to 10 names and SSNs (per screen) online and receive immediate results. This option is ideal to **verify new hires**.
- Upload overnight files of up to 250,000 names and SSNs and usually receive results the next government business day. This option is ideal if you want to **verify all employees** or if you hire a large number of employees at a time.

Why Should a District Verify Names and SSNs Online?

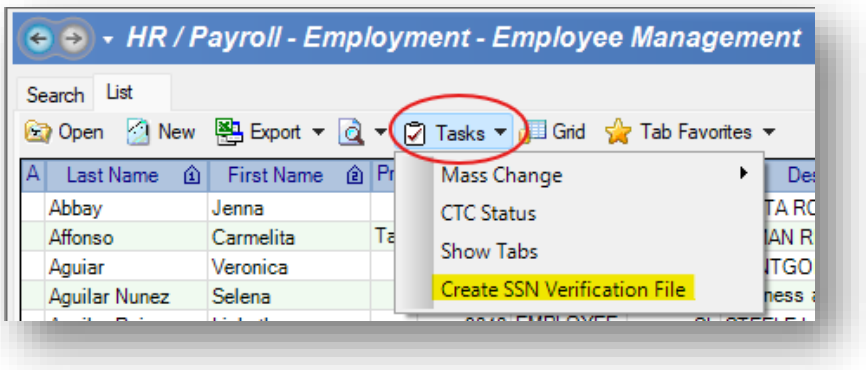
- Correct names and SSNs on W2 and ACA reporting are the keys to the successful processing of annual wage report submission.
- Results in more accurate wage reports.
- Saves processing costs and reduces the number of W-2c's.
- Allows Social Security to give the proper credit to employees' earnings record, which will be important information in determining their Social Security benefits in the future.

Register for SSNVS https://www.ssa.gov/employer/ssnv.htm

Employment Management

Create the list of current employees to create the SSN Verification File. This could be a list of all active employees or new hires.

Go to HR/Payroll – Employment –Employment Management



- Create the list or search by employee
- Go to Tasks
- Create SSN Verification File
- Save file in secure location

- Go to SSA (Social Security Administration) BSO website to upload file. https://www.ssa.gov/bso/bsowelcome.htm