

THE COLLEGE OF
WOOSTER

Verifying Names and Social Security Numbers for All Employees

We require all new hires to provide us with their legal name (as stated on their social security card) and social security number so we can verify this information via the Social Security Number Verification Service (SSNVS). This will ensure that all employees' names and social security numbers match the Social Security Administration's (SSA) records. By adopting this process, it will reduce the number of corrected W-2s, assist in complying with IRS regulations, and enable the SSA to properly credit employee earnings records.

Thank you for your assistance.

Legal Name (as stated on social security card): _____
(print legibly)

Social Security Number: _____

Date of Birth (MM/DD/YY): _____

Signature: _____

For office use only:

Submitted to SSNVS: _____

Accepted from SSNVS: _____

Rejected from SSNVS: _____