



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

May 7, 2002

MEMORANDUM NO.PR2002-010

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Social Security Verification Exceptions

The Social Security Administration has the authority to apply a penalty for each W-2 statement that contains incorrect social security information. The usual social security information found to be in error relates to either the social security number itself or to the employee's name, (first/last name, MI or all three). The Social Security Administration offers a service to help resolve this situation called The Employee Verification Service, (EVS). The Social Security Administration's EVS system will only verify a social security number if the employee's NAME, SEX, DATE OF BIRTH and SOCIAL SECURITY NUMBER combination matches their files.

There are four files scheduled to be sent to the Employee Verification Service this year. Our office sent our first file to the Employee Verification Service in April and we have just received their return file. There are three reports that will be generated and placed into X/PTR for your agency to view or print. Item NUMBER '3' shown below will be produced at MONTH-END. Items NUMBER '1 and 2' have already been created and stored in X/PTR. The report source names have been listed below.

1. **TYPE=RPT OSCPX EMP FULLY VALIDATED BY SSA -**

This is a listing containing all of your employees who have been fully validated as correct by the Social Security Administration by name, sex, date-of-birth and social security number.

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10

Website: www.osc.state.nc.us/OSC/

An Equal Opportunity/Affirmative Action/Americans With Disabilities Employer

LOCATION
3512 Bush Street
Raleigh, NC

2. **TYPE=RPT OSCPX SSA VALIDATION ERROR RPT -**

Listing of non-validated employee social security numbers along with an explanation why the validation was not made. These situations should be corrected through your agency payroll system.

3. **TYPE=RPT OSCPX MTHLY SSA VERIFY ERROR RPT -**

This report will be generated each month and stored on X/PTR. Initially it will include all of the employees not validated. As corrections are made by your agency, the report will become smaller because it shows only the employees who have not been corrected by your agency.

(Produced at Month-End)

Listed below are steps that your agency may take to reduce these erroneous situations.

1. Verify employee social security number against their social security card.
2. You need their SEX, (either M or F) and DATE-OF-BIRTH to enter into the payroll add screen.
3. The employee's name used in the payroll system should be exactly the same as that shown on their social security card. If an employee gets married, they should be asked to go to the Social Security Administration for a name change. And new card. An employee name change should not be made, unless verified against their social security card. This does not mean that you the payroll officer need to maintain a copy of the social security card but you should visually check or verify from your Personnel Section that the employee has made the name change.
3. Remember that the Social Security Administration (EVS) will not validate a social security number without the name, sex and date-of-birth.