

CORRECTING YOUR SOCIAL SECURITY RECORDS

TO:

FROM: NC State Payroll Department

DATE:

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Employers, including NC State, have to exchange critical employee data with the Social Security Administration (SSA), comparing our records with theirs. If the records don't match exactly, the SSA sends us a discrepancy notice each quarter, identifying mismatches of name, birth date, gender, or Social Security number.

SSA has found a discrepancy in your records! If your records don't match exactly, your Social Security contributions may not be properly credited to your account, and that may negatively affect your future benefits.

Your department has already verified that NC State's info is correct. So that means Social Security's info is wrong. Unfortunately, Social Security won't let NC State fix the problem for you. Your SS account is like your other financial accounts – you 'own' the account, and only you are allowed to change it.

To correct your records, complete **SSA Form SS-5**.

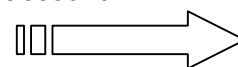
- *Download* the form online: <http://www.socialsecurity.gov/online/ss-5.pdf>
- *Ignore* where it asks for your parents' Social Security numbers – they're not required in this case
- *Include* all the required backup documents (*see the back of this memo for helpful hints*)
- *Sign and date* the form
- *Take or send* the form & backup documents to:

Raleigh Social Security Administration Office
4701 Old Wake Forest Road
Raleigh, NC 27609-4919

If you have questions about Form SS-5 or the documents you are required to provide, call

- Raleigh SSA office: (919) 790-2782, *or*
- SSA's toll-free number (800) 772-1213

We're sorry for the hassle – but SSA will keep bugging **us** until **you** fix the problem – so we'll have to keep bugging you. Do us – and yourself – a favor, get your records cleaned up, and let your department know as soon as you have. You don't want the contributions you make – or the matching contributions made by the University -- going anywhere other than straight to your account!



HELPFUL HINTS

For ALL changes:

The documents you take or send to Social Security must be **original** or **copies certified** by the custodian of the record. SSA will not accept photocopies or notarized copies.

To correct your NAME information:

On Form SS-5, show your **NEW** name on the first line.

SSA requires one or more documents identifying you by both your OLD & NEW names.

Examples include an **original** marriage certificate, divorce decree, or court order changing your name.

To correct your AGE information:

Along with the completed Form SS-5, the SSA requests your **original** birth certificate.

However, other acceptable **original** documents include:

- Hospital record of your birth
- Religious record produced before you reached 3 months of age
- Passport
- Adoption record which indicates that the birth data was taken from the original birth certificate

To correct your GENDER information:

In addition to the completed Form SS-5, you will need to provide one document proving your identity **and** an additional document that supports the change (for example, a birth certificate).

Additional acceptable documents include:

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|--|------------------------------|
| - Driver's License | - Marriage or Divorce Record |
| - Military Record | - Employee ID Card |
| - Adoption Record | - Life Insurance Policy |
| - Passport | - School ID Card |
| - Health Insurance Card (NOT Medicare) | |