

Verify Employee SSN for 2017 W2's

Updated: December 2017



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Dear Valued ADP Client:

To avoid unnecessary year-end delays one of the most important things you can do for your company is verify SSN's for your employees. Reviewing this information will ensure that you and your employees receive correct W-2's. For your convenience ADP automatically generated a report of new hires, for your organization, with 12 months of service or less after your first payroll in November was processed. Please have your employees from this report verify their SSN for accuracy and report any errors to your Payroll Service Representative. This report can also be produced upon request if needed.



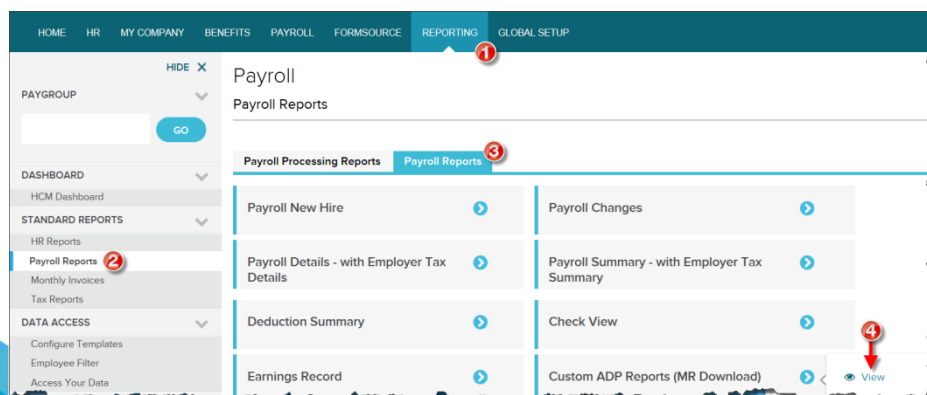
You will no longer have to fax, email, or call ADP Resource to correct one of your employee's SSN's. Simply go to My ADP Resource > HR Tab and select "Employee SSN Change" under the left hand navigational menu. If you do not see this option available to you, please contact your assigned Payroll Service Rep and request that this feature be turned on for you.

Confirmation of SSNs: As an employer, you can verify the SSN listed in the system against any new hire documents you have on file that were provided by the employee to confirm his or her employment eligibility during the new hire on-boarding process (*documents required for form I-9*). You can also have each of the new hire employees listed confirm his/her own SSN respectively.

In addition you can also get assistance in verifying names and social security numbers by logging onto the SSA Business Services Online web site at www.socialsecurity.gov/bsowelcome.htm (registration for the use of this service is required). You can verify up to 10 names and SSNs (per screen) online and receive immediate results. This option is ideal to verify new hires. You can also upload batch files of names and SSNs and results are usually received the next government business day.

To view the list of employees with 12 months of service or less, in My ADP Resource please proceed by following these step-by-step instructions:

1. Log into **My ADP Resource** and click on the **Reporting** tab
2. On the left hand side of the screen under Standard Reports click on **Payroll Reports**
3. Select the **Payroll Reports** Tab
4. Click on **"View"** under **Custom ADP Reports (MR Download)**



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5. Select the Year (**2017**) and Week/Pay Date (1st Paydate in November) and click “**Get**”
6. Click on the File Name YEAR END SSN VERIFICATION – I44.CSV “**hyperlink**” to open the report then Click “**Open**”

HOME HR MY COMPANY BENEFITS PAYROLL FORMSOURCE REPORTING GLOBAL SETUP

HIDE X

■ Select Report Year And Week

Year ▾ 2016

Week/Pay Date ▾ 46 - 1 - 11/12/2016

GET

■ Custom ADP Reports (MR Download)

Payroll Nbr	File Name	
1	46-1/11-12-2016 - YEAR END SSN VERIFICATION - I44.CSV	X
1	46-1/11-12-2016 - ER TAXES DOWNLOAD - T06.CSV	X

*For illustration purposes only!
Specific client report name will vary.*

7. Sort by Name, File Number, or Hire Date to review each of the new hires in 2017 where the SSN needs to be confirmed.

NOTE: If your report is blank you do not have any new hires to review and no further action is required.

8. Sort by Name, File Number, or Hire Date and confirm each SSN*
9. If you have any new hires after you processed the first payroll in November, ADP Resource can rerun the report for you upon request.
10. Inform your Payroll Service Representative if you identify any discrepancies or if you need to request an updated report processed.

As always if you have any questions or require assistance with any of the above mentioned items please contact your Payroll Service Representative. Thank you for your prompt response to this request and have a wonderful day!

FAQS

What if my report is blank or is not listed under MR download?

- A. Confirm that you had new hires within the past 12 months or less. If you are not sure, you may call your Payroll Service Representative to process a report to verify.

- If there were no new hires, then no further action is required.
- If new hires exist, then please contact your payroll representative for further instruction.

NOTE: A November payroll must be processed to trigger the Report.

What is the deadline for me to report any incorrect SSN's to my Payroll Service Representative?

- A. We strongly encourage you to notify your Payroll Service Representative ASAP to allow us time to update the incorrect SSN. We can make corrections whenever you locate the discrepancy. Please note that if you make any changes after the W2s have been printed or in a different quarter, you may experience a delay in a corrected W2 and may possibly incur amendment fees for any correction(s).