
Employee Verification Service (EVS)

**Verification of Names
and Social Security Numbers**



Employer and Third-Party Submitter Instructions

November 2002

(Updated with 2006 Intelligence Reform and Terrorism Prevention Act)

Employee Verification Service

2004 Notice of Change

1. Paper listings should contain no more than 300 names and Social Security Numbers (SSNs) for verification.
2. A file format change has been made to the output record (File Social Security Sends to Employer) on page 12 of the EVS instruction booklet as follows:

The output record is changed to include a death indicator in a one-position, alpha field (position 121) when the SSN verifies and the death may be disclosed. (Social Security statutes do not allow State death information to be disclosed.)

The output file for EVS diskette users will now contain matches and mismatches. Prior to 2004, diskette users received only the name(s) and SSN(s) that did not verify.

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EVS General Information

This booklet contains instructions for employers and third-party submitters (accountants, service bureaus, etc.) to use the Social Security Administration's (SSA) Employee Verification Service (EVS). This service matches your record of current or former employee names and Social Security numbers (SSN) with SSA's records. It's ideal to use before you prepare and submit Forms W-2 (Wage and Tax Statements) to SSA. Accurate name/SSN information on the W-2 allows us to properly credit your employees' earnings record, which will be important information in determining their social security benefits in the future.

EVS requests can be submitted at any time and generally take about 30 days to process. There are several methods to choose from based on the number of employee names/SSNs that you want to verify:

Up to 5 names/SSNs

Call our toll-free number for employers, 800-772-6270, or the general SSA number at 800-772-1213. Both numbers are open for service weekdays from 7:00 a.m. to 7:00 p.m., Eastern Time.

Up to 50 names/SSNs

Up to 50 names/SSNs can be submitted on paper to your local Social Security office. Your local office will provide you with format and submission instructions. Some offices accept faxed listings. Check your local phone book or visit SSA online at www.socialsecurity.gov to find the office nearest you.

Over 50 names/SSNs

A simple registration process is required for verification requests of more than 50 names/SSNs or requests submitted on magnetic media (regardless of how many items you want verified). Just follow the registration instructions on page 2. When SSA processes your registration form and signed privacy act statement, you'll be issued a Requester Identification Code needed to submit your data file or paper listing.

Large verification requests are ideal for verifying an entire payroll database or if you hire more than 50 workers at a time. Due to system limitations, we ask that magnetic tape or diskettes submissions contain no more than 250,000 items at a time.

Media Accepted: Paper, magnetic tape (9 track, 2"), 3480/3490 cartridge, and 3½" diskettes. (SSA no longer accepts EVS requests on 5¼" diskettes.)

The remainder of this booklet provides registration information and formatting/submission instructions for requests of more than 50 names/SSNs.

EVS Registration Instructions

To register for EVS, both individual employers and third-party submitters should:

1. Complete the Registration Form found on page 3. The company address in block 2 should show a street address, city, state and ZIP code. A P.O. Box may be included in the address, but a **P.O. Box alone will not be accepted.**

The registration form must be signed by a manager or authorized official of the company. The title of the signer **must** follow the signature.

2. There are two Federal privacy act statements included in this booklet - one for individual employers and one for third-party submitters. Sign and date the appropriate form.

3. Mail or fax both the registration form and privacy act statement to:

Social Security Administration
OCO, DES, EVS
300 N. Greene Street, 5-E-10 North Building
Baltimore, Maryland 21290-0300
Fax (410) 966-3366 or (410) 966-9439

Once SSA has processed your registration request, we will mail you a Requester Identification Code. This code should be shown on your paper or in your magnetic media submission and on any EVS correspondence with SSA concerning a change in address, contact person or telephone number. EVS correspondence should be sent to the address or fax number shown above.

If you misplace your Requester Identification Code, call the EVS information line at (410) 965-7140.

Complete this form, along with the appropriate privacy act statement (see pages 5 and 6) and mail or fax it to:

1. Name of Company
2. Company Street Address, City, State, Zip Code (P.O. Box alone is not acceptable)
3. EIN (Employer Identification Number) Provide primary EIN if your company uses more than one.
4. Contact Name and Telephone Number (include area code)
5. Fax number (if applicable)
6. How will you be submitting your data files for processing? __ 3½" Diskette __ 3480 or 3490 Cartridge __ Paper __ Magnetic Tape (Standard density 6250 BPI. (If 1600 BPI is needed, check here ____.))
7. How many SSNs do you want to verify? ____
8. Are you a Third-Party submitter? Yes ____ No ____
9. Authorized Signature (Company Manager or Authorized Representative) _____ Signature _____ Title _____ Date

EVS Federal Privacy Act Statement

Individual Employers

EIN: _____

I understand that the Social Security Administration will verify Social Security Numbers (SSNs) solely to ensure that the records of my employees are correct for the purpose of my completing Internal Revenue Service Forms W-2 (Wage and Tax Statement).

I also understand that any information which I receive from records maintained by the Social Security Administration is governed by 5 USC 552a(I) of the Federal Privacy Act. Under this Act, anyone who obtains this information under false pretenses, or uses it for a purpose other than that for which it was requested, may be punished by a fine or imprisonment or both.

Further, EVS information does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN. It is not a basis, in and of itself, for you to take any adverse action against the employee. EVS should **only** be used to verify workers currently employed or an entire payroll database. Company policy concerning the use of EVS should be applied consistently to all workers, e.g., if used for new hires, verify all new hires; if used to verify your data base, verify the entire data base. Any employer that uses the information SSA provides regarding name/SSN verification as a pretext for taking adverse action against an employee may violate state or federal law and be subject to legal consequences.

Signature _____

Date _____

Name (Printed) _____

Title _____