

# EMPLOYEE VERIFICATION SERVICE

The screenshot shows a window titled "E-File Wizard" with a sub-header "Employee Identity Verification". Below the header, it asks: "Would you like to take this opportunity to verify the identity of your employees by having them cross-referenced with the Social Security Administration's records?". It explains that the process is free of charge but offers an option to pay for a detailed report. A sample Social Security card for "JOHN DOE" is shown. At the bottom, there are three radio button options: "Yes, please verify my employee information. I agree to the Terms of Use." (which is selected), "No, do not verify my employee information at this time.", and "No, do not verify my employee information now and never ask me again." Navigation buttons for "Quit", "< Back", and "Next >" are visible.

## How It Works

Using the Employee Verification Service, basic information about employees that are about to be reported will be sent to the Social Security Administration. The SSA will then compare that information with its own records and generate a report listing the employees that are assigned invalid SSNs. This allows the verification of employee names and SSNs in order to avoid costly penalties.

## Before You Send That Report...

Many filing agencies will reject filings or penalize employers for submitting reports with invalid Social Security Numbers. The federal government, for instance, may levy fines of up to \$50 per employee for reporting incorrect information.

The screenshot shows a window titled "E-File Wizard" with a sub-header "Verifying Employees". It states "Your employee information is now being verified". A dropdown menu shows "Employees with W2 Wages" and a "Cancel Verification" button. Below, it says "The verification process is currently underway. Depending on the size of your company, verification normally takes under 15 minutes to complete." There are three progress bars: "Collecting Employee Information..." (green), "Verifying 20 employees..." (grey), and "Estimating time remaining..." (grey). A small image of a man in a suit is on the right. Navigation buttons for "Quit", "< Back", and "Next >" are at the bottom.