



Internal Revenue Service Small Business/Self-Employed Taxpayer Education and Communication

IRS Stakeholder Partners Headliners ...and more

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This e-mail is being sent to you for distribution to your organization's members. If you need further assistance please contact your local Taxpayer Education and Communication (TEC) office. The number is available in IRS Publication 3698A "Small Business/Self-Employed Taxpayer Education and Communication at a Glance", which can be found at [Taxpayer Education and Communication](#).

Accurate Information Returns Avoid Costly Penalties

Verifying that information returns (W-2s and 1099s) accurately reflect your workers' taxpayer identification numbers (TINs) and surnames can save you up to \$50 per return in penalties. A few simple steps can help you avoid these costly penalties:

- Ask each new worker for proof of his/her TIN (usually a Social Security card) (Note: All individuals eligible to work legally in the United States must have a Social Security Number (SSN) issued by the Social Security Administration.)
- Accurately record the TIN and name as provided by the worker in your payroll records
- Remind your workers to report any name changes due to marriage, divorce, etc., to the Social Security Administration (SSA) and to you
- Use the SSA Employee Verification Service (EVS) prior to submitting W-2s to SSA for processing

Not only will name/TIN verification help your business avoid costly penalties, it may save your workers up to \$50 in penalties for providing inaccurate information. And, perhaps most importantly, it will ensure the wage and tax information is properly credited to the worker's account for accurate computation of Social Security benefits later on.