

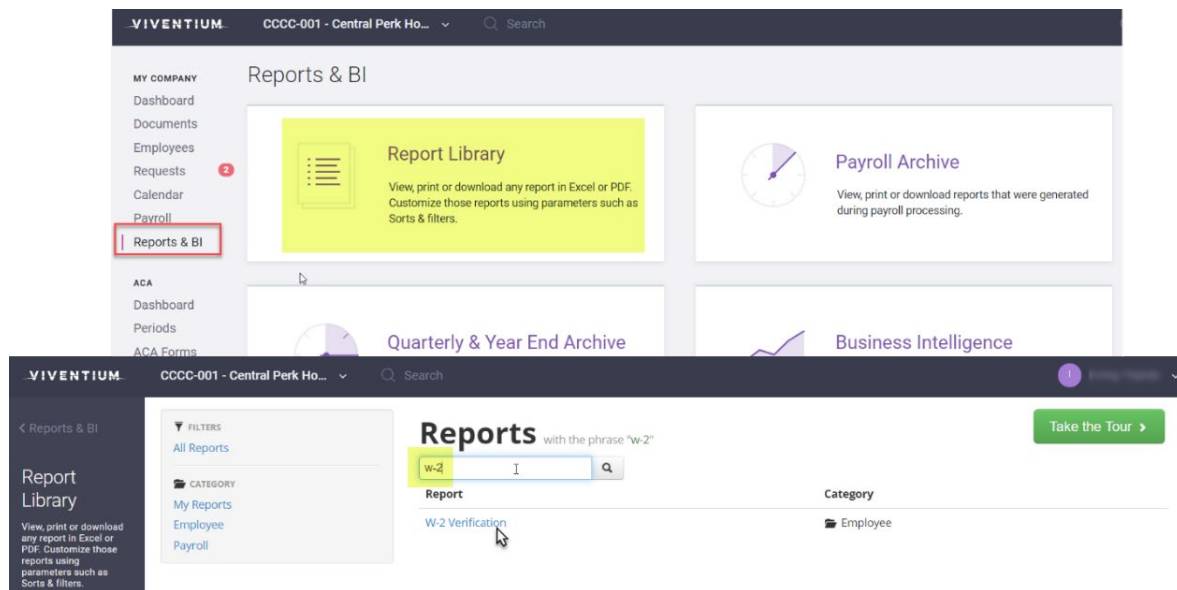


IMPORTANT: Review Your W-2 Verification Report

Dear Valued Client,

W-2 season is on the way! Now is the time to verify the accuracy of your employee data and make any necessary corrections before your W-2s are processed to **prevent costly amendment fees**.

The W-2 Verification Report has been added to your payroll reports for your first payrolls processed in November and December and can also be reviewed in Viventium's **Payroll Archive**. You can also run a W-2 Verification Report from the payroll system. To find the report, go to the **Reports & BI** → **Report Library** section, and search for "W-2 Verification." Run the report, and verify that your employees' names, addresses and social security numbers are accurate.



To correct your employee data, click on the **Employees** section, and navigate to the **Personal** tab of the individual employee's record.

Now is the perfect time to remind your employees who are registered with our Employee Self Service (ESS) application to verify the accuracy of their SSNs, names and addresses and make any necessary changes.

To further assist you, the SSA offers online resources to help employers in reviewing and correcting their employee records. Employers should register for the SSA's [Business Services Online](#) (BSO) to use the Social Security Number Verification Service (SSNVS) and verify that their employees' names and SSNs match the SSA's records.

NOTE: This application should only be used for wage reporting purposes, not for screening job applicants.

If you have any questions, please contact your Dedicated Client Service Team.

In it with you,

Your Viventium Client Service Team