SOLV

SSN VERIFICATION STEPS

THE SSN VERIFICATION HAS BEEN COMPLETED FOR THIS FILE AND YOU CAN ACCESS THE REPORT ON THE W2COPY PORTAL.

Steps to view the file:

▼ Log into *W2Copy.com*

▼ Go to Menu Item *Processing Files - Documents*

▼ Under the Customer Code Dropdown, select *SSN Verify*

▼ Download the *SSN_Check_Results.xlsx*

Once the excel Document is opened, navigate to the second tab *"Results Template"*

COLUMN F RESULTS KEY

BLANK = VERIFIED

1 = SSN NOT IN FILE (NEVER ISSUED).

3 = NAME MATCHES, DATE OF BIRTH DOES NOT MATCH

5 = NAME DOES NOT MATCH, DATE OF BIRTH NOT CHECKED.

6 = SSN DID NOT VERIFY, OTHER REASON.

COLUMN G DEATH INDICATOR KEY

Y = SSA RECORDS INDICATE THE NUMBER HOLDER IS DECEASED.

N = SSA RECORDS INDICATE THAT THE NUMBER HOLDER IS NOT DECEASED.