SHARP Message #544

DATE: 8/28/03
AUTHOR: Lisa Kerwin
SUBJECT: Change to Self-Service W-4 Tax Information update page
MESSAGE TEXT:

Because of a change to the Form W-4 for 2003, the self-service W-4 Tax Information update page has also been changed. The page now displays a check box with the instructions:

If your last name differs from that shown on your social security card,
check here. You must call 1-800-772-1213 for a new card.

Checking this box does not affect processing. This change merely provides
the employee with the Social Security Administration's general information
and services number (the 800 number shown) so they may request a new card.

It is important for employees to obtain a corrected social security card
in order for social security taxes to be correctly applied to their
account by the Social Security Administration.

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