

SOCIAL SECURITY ADMINISTRATION REGARDING NAMES

Correct entry of employee names into PPDB

Guidance from PPDB and OSPS – February 2, 2010

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Guidelines for entering names in PPDB:

There are only 22 characters in the name field when entering an employees name on the PBED screen. To correctly enter a name from social security card into the name field on the PBED screen, do the following:

1. Enter as much of the last name as shown on social security card as you can within the 22 spaces in the name field, then a comma and space.
2. Then enter as much of the first name as shown on social security card as you can within the 22 spaces in the name field, then a space.
3. Then enter as much of the middle name or initial as shown on social security card as you can within the 22 spaces in the name field.
4. If employee's name has a suffix such as IV, SR or JR, this may be added after middle name or initial OR after first name if there is no middle name shown on social security card. Do not add suffix after last name.
5. Do not show titles or academic degrees such as Dr, or RN in the name field.
6. When names are compound names, you must have either a space or a hyphen between the two last names. Do not join the two names into a single word you must use either a space or a hyphen although hyphen is not required.
7. The only punctuation used in entering names into the name field is the comma after the last name. Do not use dots or any other punctuation. Also remember that PPDB is not case sensitive.

Examples of long names and how to enter in PPDB.

Correct Name on social security card: Johnson-Blake, Elizabeth

- Enter into PPDB as follows: **johnson-blake, elizabe**

Correct name on social security card: Johnson-Smith, Jim Leroy

- Enter into PPDB as follows: **johnson-smith, jim ler**

Correct name on social security card: Johnston-Jacksonville, John

- Enter into PPDB as follows: **johnston-jacksonville,**

The Social Security Administration advises that correct names and Social Security Numbers (SSN) are the keys to the successful processing of employee annual earnings statements (W-2 forms) and crediting of earnings to employees personal accounts. Errors may prevent employees from getting credit for their earnings and could mean less income when they retire or become disabled. Additionally, the employer may be fined for submitting too many W-2 forms that cannot be successfully be posted to employee records.

Social Security Critical Links: <http://www.socialsecurity.gov/employer/critical.htm>

- Please refer to this 'Critical Link' from social security as it will give some guidance on how to avoid common errors and verifying names with Social Security. Gives helpful hints on correct name formats.
- It also refers to "reporting" which is in reference to an electronic report that OSPS sends at year-end to post earnings. This is when OSPS can send a shortened version of the name for THAT report. That is an entirely separate issue from what needs to be entered into PPDB. **The full name shown on the social security card must be entered into PPDB within the 22 character limit.**

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IRS Publication 15 states that employers are required to obtain accurate information from employees to record their names and SSN correctly. You should ask new employees to show you their Social Security card. The employee may show you the card if it is available. You may photocopy the card. Record the name and SSN of each employee exactly as shown on the employee's Social Security card. See IRS Publication 15 on Page 10, Section 4 (Employee's Social Security Number) for complete information:

<http://www.irs.gov/pub/irs-pdf/p15.pdf>

Verify Social Security Numbers: Agencies can apply for access to Social Security Administration's Business Services Online and log in to do name/social security number match validations. That service is free and is the sure way to having an accurate name and number in the PPDB. Here is the link to Social security for verifications.

<http://www.socialsecurity.gov/employer/ssnv.htm>

Individual Taxpayer Identification Number: Do not accept an Individual Taxpayer Identification Number (ITIN) in place of a Social Security number for employee identification or for work. An ITIN is only available to resident and non-resident aliens who are not eligible for U.S. employment and need identification for other tax-related purposes. You can identify an ITIN because it is a 9-digit number beginning with the number "9". Social Security numbers never begin with a "9" and PPDB system will not allow you to enter a number beginning with a "9".

Social Security Card Application: Any employee without a social security card can get one by completing Form SS-5, Application for a Social Security Card. You can get this form at Social Security Administration (SSA) offices or by calling 1-800-772-1213. The employee must complete and sign Form SS-5; it cannot be filed by the employer. If your employee applied for an SSN but does not have it when you must file Form W-2, enter "Applied for" on the form. When the employee receives the SSN, file Form W-2c, Corrected Wage and Tax Statement, to show the employee's SSN. It takes approximately 10-15 days to receive card.

<http://www.socialsecurity.gov/online/ss-5.pdf>

**If you have questions regarding this information,
send email to group.ppdb@state.or.us**