

ATTACHMENT 5
SAMPLE LETTER NOTIFYING FORMER AGENCY OF SOCIAL SECURITY
EARNINGS CORRECTION NEEDED

NAME
ADDRESS

Dear

A review of the retirement records for your former employee *[Insert name of employee and social security number]* revealed a retirement coverage error under the provisions of the Federal Erroneous Retirement Coverage Corrections Act (FERCCA). Since this error covers a period of time with your agency *[include dates of service and error]*, we are notifying you that this office corrected the error and you need to take the appropriate action to adjust the employee's Social Security earnings record for the period of service the employee was with your agency. Enclosed is a copy of the FERCCA Service History Worksheet (see BAL 04-105 for a blank worksheet to use) which outlines the employee's service with the Federal government.

[Insert name and contact person in your agency] will be able to answer any questions you may have regarding this error correction. *[He/She]* can be reached on *[insert telephone number, email, etc...]*

Sincerely,

Enclosure:
FERCCA Service History Worksheet