

**SAMPLE LETTER:**  
**REQUEST TO UPDATE MY SOCIAL SECURITY NUMBER OR NAME**

Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address:

\_\_\_\_\_  
\_\_\_\_\_

Dear Employer:

I write to request or renew my request that you update my Social Security Number so that the appropriate taxes are withheld from my paycheck and credited to my new Social Security number.

There are many possible reasons why someone can update her SSN. For example, according to the Social Security Administration, one can obtain a new SSN if similar numbers assigned to members of the same family are causing confusion, more than one person has been assigned the same number, or an individual has a cultural or religious objection to their SSN. See Social Security Administration, "Can I Change My Social Security number?", available at <https://faq.ssa.gov/en-us/Topic/article/KA-02220>. Employees may also obtain a new social security number for other reasons. Regardless of the reason, the federal government has a specific procedure for how this is done for purposes of completing a new I-9 Form See <https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274/60-completing-supplement-b-reverification-and-rehire-of-form-i-9/63-recording-changes-of-name-and-other-identity-information-for-current-employees> and also See USCIS Employer Handbook, available at <https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274>. Additionally, the Internal Revenue Service allows employees to complete a new Form W-4 each year and when their personal or financial situation changes.

Any refusal to accept my updated Social Security Number may be unlawful under California law. California Labor Code § 1024.6 makes it unlawful for an employer to "discharge or in any manner discriminate, retaliate, or take any adverse action against an employee because the employee updates or attempts to update his or her personal information based on a lawful change of name, social security number, or federal employment authorization document." Given this, I see no further reason for delay and expect that my request will not result in any adverse action against me.

Please let me know when I may meet with you to update my personal information.

Sincerely,

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature