

Statement To Correct Previously-reported Social Security Numbers (VEC FC-34SN) Instructions

**NOTE: This form is web-enabled and may be completed online using Adobe Reader 5.0, or higher.
When completed: print, sign, and date the form.**

Mail to VEC, Tax and Wage Reconciliation Unit, P.O. Box 1358, Richmond, VA 23218-1358.

General Information: This form should be completed to correct previously-reported social security numbers. This form is not to be used to correct previously-reported payroll wage detail if an adjustment is needed that changes reportable or taxable wage totals. If an adjustment is needed that changes reportable or taxable wage totals, you must complete *FC-34 for Combined Amended Quarterly Tax and Wage Reports*, whether you initially reported using paper *FC-20/FC-21*, magnetic media, iFile, or Web Upload. This form is not to be used to report supplemental wages to quarterly payroll reports submitted via magnetic media, iFile, or Web Upload.

- *The Virginia Privacy Protection Act of 1976* protects any information you provide in this report.
- If you have questions about this report, contact the TWIP Unit at (804) 786-4207.
- Out-of-state employers may contact the Reconciliation Unit at (804) 786-3037.
- TDD: 1-800-828-1120; Voice: 1-800-828-1140.

Instructions: Use the TAB key to move from field to field on the form. Enter your 10-digit VEC account number in the account number field and TAB to the next field. You may Shift-Tab to go back to the previous field. Choose the calendar quarter ending date for this report from the drop-down box.

- A separate *FC-34SN* must be filled out for each Quarter Ending filing which needs correction
- List each incorrect SSN and the correct SSN with the employee's name and reportable wage for that quarter.
- Enter the employee's first initial, middle initial, and last name in the proper fields in UPPER CASE.
- Remember to sign and date the report.

*The Virginia Employment Commission is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.*

VEC FC-34SN Instructions. R-3/10