**Sample Responses to Employees Regarding SSA Letters**

1. The notice that you received from the Social Security Administration is in reference to when you left \_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_. Every year, when we turn in the financial reporting to the IRS for our 401(k) plan, we are required to report individuals who have terminated and left vested money in the retirement plan. Often the former employee comes back and transfers the money to another plan or account later; there is no requirement to report this to the government. When someone turns 65 and/or applies for their social security benefits, the Social Security Administration checks their database of reported retirement balances and sends that information to the former employee, with the idea that if the person has forgotten about the retirement balance they once had, and it was still in the old retirement plan, they could recover it. That is why the heading is “*Potential* Private Pension Benefit.”
2. As part of its duties, the Social Security Administration (SSA) helps people track retirement accounts that they may have with former employers. It does this by requiring employers to report such accounts after someone leaves employment. In the past, confusion was created because the SSA did not require follow-up reporting when people closed out their accounts.  Several years ago, new rules were added to require follow-up reporting of closed accounts; however, this account was distributed prior to those rules being in place. This means the SSA was never told when the account was closed.

We have done an exhaustive search of our records and confirmed that (name) does not have any benefits remaining in this plan.  Please note that the report date on the letter is 19xx.  These funds would have been paid out by 19xx. We apologize for the confusion that the SSA notice may have caused.

1. This letter is in response to your inquiry concerning the Social Security Administration Potential Private Retirement Benefits Information notification you received. The Social Security Administration (SSA) mails these letters to individuals as a reminder that they may have an old pension, 401(k), Profit Sharing or other retirement plan available to them. SSA does not track if a benefit has been claimed. Upon researching, we have found that there is no potential benefit payable to you. Please check your records including your IRS Form 1040 for the applicable tax year(s).