



## **We Found an Error Between Your Social Security Information and Delta Records**

Annually we provide your name, Social Security number and birthdate to the Social Security Administration (SSA). This process ensures that the SSA properly credits your earnings record which determines your Social Security benefits in the future.

This year, according to the SSA, your name on file at Delta did not match SSA records.

### **Here's how to correct it:**

#### **1. Name change:**

- a. If you changed your name due to marriage, divorce, by court order, or for any other reason, go to Self-Service > Edit Personal Info > Contact Me and make the necessary changes. Attach a valid government-issued document that matches your name (i.e., passport, driver's license, etc.) and click submit.
  - o If your name on file at Delta is a nickname, update your name to show your legal name.
- b. If you choose not to use the Self-Service option, complete the attached [Employee Service Center \(ESC\) Employee Information Update Form](#) and email it to the [ESC](#). The form provides regular mail and fax submission options.

- 2. No changes to information:** If your name in Self-Service is correct, please contact the SSA. Go to [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213 to find the SSA office nearest you.

If you have any questions, please contact the Employee Service Center (ESC) at 1-800-MY-DELTA (1-800-693-3582), Monday – Friday 8 a.m. to 5 p.m., Eastern Time, except on certain holidays.

- The Payroll Team