

Enrollment Reminder

Correcting SSN Error

Mistakes happen. We all make them. The number of enrollments goes up this time of year, so we thought it would be a good time for a refresher on how to correct a wrong Social Security number on an enrollment.

How to correct an SSN

If you enter a wrong Social Security number on a K-1 enrollment, **do not** correct the error by doing another enrollment. We have a better way.

Send KPERS a [K-12 \(Request for Member Information Change\)](#) form via fax (785-296-6638) or Secure Upload (www.kpers.org/secureupload) with proof of name, SSN change and supporting documentation. Confidential information should not be sent to KPERS by unsecure email.

This works for any SSN change, not just a mistake on an enrollment, as well as misspelled or changed names.

Questions?

- Email employers@kpers.org
- Toll-free 1-888-275-5737
- Topeka 296-6166

