



Workforce Solutions

Tax Wage Record Correction Request

By Encrypted Email

To: TaxWageRecordCorrection@twc.texas.gov
From: Workforce Solutions Gulf Coast
Subject: **Wage Record Correction [Urgent, if applicable]**
Date: INSERT DATE

“**Insert customer name**” “**Insert SSN**” has made a request for wage records. According to “**Insert Title LName**”, the wages reported for “**Insert Company Name**” does not belong to them and should be removed from their record. Workforce Solutions staff has confirmed the name and identity of “**Insert Title LName**” on their Social Security card and government-issued ID.

(Use the following only if the request customer request is urgent.)

“**Insert Title LName**” has an urgent need for the requested information (**Insert reason, examples – to prevent eviction, to qualify for medical treatment or public assistance**).

Please send a notification to “**Insert Office Email Address**” when the record has been corrected.

Thank you,

Insert Office Name

Insert Office Manager’s Name, Manager

Insert Office Manager’s Telephone Number