



BSO Tutorial for Tax Year 2007

W-2 Online

Contains the following lessons:

- [Create Forms W-2 Online](#)
- [Resume Unsubmitted Forms W-2](#)
- [Download Submitted Forms W-2](#)

Lesson 1: Create Forms W-2 Online

Follow the instructions below to create up to 20 Forms W-2 online.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

The screenshot shows the 'General Login Attestation' page on the Social Security Administration's Business Services Online (BSO) portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'General Login Attestation' and includes a 'HELP' link. On the left side, there is a sidebar with 'Online Services Availability' (listing hours for Monday-Friday, Saturday, and Sunday) and a yellow warning box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Below that, it states 'Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' The main text of the attestation page reads: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that: I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID. I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services. I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both. I am authorized to do business under this User ID.' Below this text, it says 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of the main content area, there are two buttons: 'I Do NOT Accept' and 'I Accept'. At the very bottom of the page, there is a footer with the website URL 'www.socialsecurity.gov' and the same navigation links as the top bar. A small note at the bottom center provides contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Step 4: Enter your User ID and password.

Step 5: Select the **Login** button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the **Report Wages to Social Security** link.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Report Wages to Social Security menu page.


The screenshot displays the Social Security Business Services Online (BSO) interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area features a white background with a sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). A yellow box in the sidebar reads 'DONT USE YOUR BROWSER'S BACK BUTTON'. The main content area has a title 'Report Wages to Social Security' with 'LOGOUT' and 'BSO HELP' links. Below the title is a breadcrumb trail 'BSO Main Menu > Report Wages to Social Security'. The primary action is a large blue link: 'Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status'. Below this is another blue link: 'Resubmission Notice Processing' with the subtext 'Acknowledge resubmission notices and request resubmission extensions'. A 'BSO Main Menu' button is located to the right. At the bottom, there is contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The footer repeats the navigation links and the website URL.

Step 7: Select the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link.

The system displays the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** menu page.

Social Security Online
Business Services Online

[www.socialsecurity.gov](#)
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation



Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

[Submit a W-2 Wage File](#)

Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.

[View File / Wage Report Status with Name / SSN Errors](#)

View report status, errors, and notice information with Name / SSN errors for previously submitted W-2s.

[Create Form W-2 Online](#)

[Enter Form W-2](#)
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

[Resume Unsubmitted W-2s](#)
Continue processing your unsubmitted W-2s.

[Download Submitted W-2s](#)
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

[Create Forms W-2c Online](#)

[Enter Forms W-2c](#)
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.

[Resume Unsubmitted W-2c](#)
Continue processing your unsubmitted W-2cs.

[Download Submitted W-2c](#)
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Step 8: Select the **Enter Form W-2** link.**Enter Form W-2**

Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

The system displays the Wage Reporting Attestation page.



The screenshot shows the "Wage Reporting Attestation" page. At the top, there is the Social Security Administration logo and the text "Social Security Online Business Services Online" with a sub-header "Social Security's Business Services Online (BSO)". Below this is the title "Wage Reporting Attestation" and a section titled "User Certification for Wage Reporting via the SSA Business Services Online". The text reads: "I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer." At the bottom, there is a statement: "By selecting the 'I Accept' button, you certify that you have read, understand and agree to the user certification of Business Services Online." and two buttons: "I Accept" and "I DO NOT Accept".

Step 9: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. If you do not have any saved but unsubmitted reports, the system displays the W-2 Online Information for Tax Year 2007 page.

*If you have any existing unsubmitted reports, the system will display the W-2 Online Unsubmitted Reports for Tax Year 2007 page. For Tax Year 2007, you may have a maximum of 50 unsubmitted reports at one time. When you have reached the 50 'saved' report limit, you must first submit an existing report in order to be able to start a new report. If there are 49 or fewer reports, you may continue without submitting the existing reports by selecting the **Start a New Report** button. Refer to [Lesson 2: Resume Unsubmitted W-2s](#) for more information.*



Social Security Online Business Services Online

W-2 Online Help

W-2 Online Information for Tax Year 2007

W-2 Online lets you create, print, and submit up to 20 Forms W-2 to the Social Security Administration. You may not use W-2 Online if any of the restrictions below apply to you.

Note: W-2 Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 14 through 20 on the Form W-2 will not be shown on the Form W-3. However, this data will be displayed on individual W-2s when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3 and Forms W-2. Follow [this link](#) to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

The following RESTRICTIONS apply to all W-2 Reports:

- Agent Indicator Codes may not be filed using Forms W-2.
- Self-employed income recipients who are not paid wages by a church or religious organization should not file Forms W-2.

Note: Self-employment income and applicable taxes must be reported on the Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service at www.irs.gov or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2 Online:

- Do NOT use W-2 Online if you are attempting to file Forms W-2c.
- Do NOT use W-2 Online if you are filing for a tax year other than 2007.
- Do NOT use W-2 Online if you are filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Do NOT use W-2 Online if you are filing using military Employment type or using a Military B list Employer Identification Number (EIN).
- If you are filing using a Military A list EIN, you may only use an Employment type of Regular (941) or Medicare Qualified Government Employment (MQGE), and the establishment number must be left blank.
- Do not use W-2 Online if you are submitting "Third-party sick pay recap Forms W-2 and W-3" described in part 6 of Internal Revenue Service publication 15-A at www.irs.gov/pub/irs-pdf/p15a.pdf. A recap form is a special W-2 that does not contain an employee name or Social Security Number. Submit those on a paper form W-2 with a W-3.
- You may enter up to 20 Forms W-2 per Form W-3 using this system.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name:	NO-NAME COMPANY
Your Company's EIN:	00-9999999
Your Name:	JANE DOE
Your Address:	1 NO-NAME STREET GLEN BURNIE, MD 21061
Your Phone:	4105558976
Your Extension (optional):	<Not Specified>
Your Fax (optional):	<Not Specified>
Your E-Mail Address (optional):	JDOE@XXX.COM

If the above registration information is no longer accurate, please follow [this link](#) to log out and update it.

If you need assistance with the information requested on either the Form W-2 or Form W-3, please visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-4933. For TDD/TYY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- I am filing Forms W-2 for my company's employees.
 I am filing Forms W-2 for another company's employees.

Options	
<input type="button" value="Continue"/>	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
<input type="button" value="Cancel"/>	Abandon your changes and return to the BSO Main Menu.

Privacy Act and Paperwork Reduction Act Notice.
 We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.
 You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.
 The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: **Form W-2** -- 30 minutes, and **Form W-3** -- 29 minutes.


Step 10: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the registration information.



NOTE

*The **FOR WHOM ARE YOU FILING?** radio buttons are not available for self-employed users.*

Step 11: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2 Online Employer Data for Tax Year 2007 page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Main Menu page.)



Social Security Online
Business Services Online

W-2 Online Help

W-2 Online Employer Data for Tax Year 2007

Please fill in your information below:

Fields marked with an asterisk (*) MUST be completed.

Employer's Information

Employer Identification Number (EIN) * :

Employer's Name * :

Employer's Address

Address Line 1 :

Address Line 2 :

City * :

Please enter a U.S. Domestic Address OR a Foreign Address

Country * :

State Abbreviation (for u.s.) / Province * :

Zip / Postal Code * : Zip Ext. (u.s. Only)

Other EIN used this year :

Please identify Kind of Payer * :

941 (Regular)
 943 (Agriculture)
 944 (Certain small employers)

CT-1 (Railroad)
 Hshld. emp.
 Medicare govt. emp. (For Government EINs ONLY)

(Note: Military payers cannot file using this service)

Warning! Be sure to select the appropriate *Kind of Payer*. You will not be given an opportunity to change your selection later.

Third-party sick pay

Establishment Number:

W3 Control Number:

Contact Person

Name * :

E-mail Address:

Telephone Number: Ext:

Fax Number:

Options

<input type="button" value="Continue"/>	Save your entries and begin creating W-2s.
<input type="button" value="Cancel"/>	Abandon your entries and return to the BSO Main Menu.

Step 12: Enter your employer information.



All fields marked with an asterisk must be completed. If you selected the “I am filing Forms W-2 for my company’s employees” radio button, the company information is populated from the Social Security Administration’s records, but you can change it if need be.

Step 13: Select the **Continue** button. The system displays the W-2 Online Form W-2 for Tax Year 2007 page. (Otherwise, select the **Cancel** button to exit and return to the BSO Main Menu page.)



Social Security Online
Business Services Online

W-2 Online Help

W-2 Status:
You are currently working on W-2 number 1.

W-2 Online
Form W-2 for Tax Year 2007

Fields marked with an asterisk (*) MUST be completed.

a Control Number <input type="text"/>		For Official Use Only OMB No. 1545-0008			
b Employer Identification Number 00-9999999		1 Wages, tips, other compensation \$ <input type="text"/>		2 Federal Income Tax withheld \$ <input type="text"/>	
c Employer's Name, Address, and ZIP code NO-NAME COMPANY 1 NO NAME STREET OAKLAND, CA 94612-5103		3 Social security wages \$ <input type="text"/>		4 Social security tax withheld \$ <input type="text"/>	
		5 Medicare wages and tips \$ <input type="text"/>		6 Medicare tax withheld \$ <input type="text"/>	
		7 Social security tips \$ <input type="text"/>		8 Allocated tips \$ <input type="text"/>	
d Employee's Social Security Number * <input type="text"/>		9 Advance EIC payment \$ <input type="text"/>		10 Dependant care benefits \$ <input type="text"/>	
e Employee's First Name, Middle Initial, Last Name and Suffix First: * <input type="text"/> Middle: <input type="text"/> Last: * <input type="text"/> Suffix: <input type="text"/>		11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/>		12a Code: <input type="text"/>	
		Not Section 457 distributions or contributions \$ <input type="text"/>		\$ <input type="text"/>	
		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick-pay <input type="checkbox"/>		12b Code: <input type="text"/>	
f Employee's Address Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: * <input type="text"/> U.S. Address OR a Foreign Address Country: * <input type="text" value="United States"/> State / Province: * <input type="text"/> Zip / Postal <input type="text"/> Zip Ext (U.S. Only): <input type="text"/> Code: * <input type="text"/>		14 Other Description <input type="text"/> Amount \$ <input type="text"/>		12c Code: <input type="text"/>	
		Description <input type="text"/> Amount \$ <input type="text"/>		12d Code: <input type="text"/>	
		15 Employers State ID number <input type="text"/>		16 State wages, tips, etc. \$ <input type="text"/>	
		18 Local wages, tips, etc. \$ <input type="text"/>		19 Local income tax \$ <input type="text"/>	
				20 Locality name <input type="text"/>	

Options	
<input type="button" value="New W-2"/>	Keep this W-2 and create another W-2.
<input type="button" value="Done"/>	Keep this W-2 and review a list of W-2s you have entered.
<input type="button" value="Cancel"/>	Abandon this W-2 and review a list of W-2s you have entered.


Step 14: Enter the W-2 data in the appropriate boxes.

Step 15: Select **New W-2** to save this W-2 information and create another W-2. Select the **Done** button to save this W-2 information and proceed to the W-2 Online Data Review for Tax Year 2007 page. Select the **Cancel** button to delete entries made to this W-2 and proceed to the W-2 Online Data Review for Tax Year 2007 page.



*You can enter a maximum of 20 W-2s. When entering your 20th W-2, the system will no longer display the **New W-2** button.*

Step 16: After you select **New W-2** or **Done**, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select **Done** or **New W-2** to proceed to the W-2 Online Data Review for Tax Year 2007 page.


Social Security Online
Business Services Online

[W-2 Online Help](#)

W-2 Online Data Review for Tax Year 2007

This wage report is being prepared for:

EIN: 00-9999999

NO-NAME COMPANY
 1 NO-NAME ST
 OAKLAND, CA 94612-5103

#	SSN	Name	Options
1.	999-00-9999	FREDERICK ASTAIRE	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>


Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
Save and Quit	Exit W-2 Online without submitting your annual wage report to SSA. Your employer information and Forms W-2 will be saved until 12/29/2007 OR 12/11/2008, whichever comes first. <i>Note: This is not an extension of the filing deadline.</i>
Quit and Delete	Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.

Step 17: Select the **View/Edit** button next to the appropriate record to view or edit the W-2 data. If you want to delete the W-2 record, select the **Delete** button next to the appropriate record.

Step 18: Select one of the following options: **New W-2**, **Edit Employer Info**, **Go to W-3**, **Save and Quit**, or **Quit and Delete**.

Step 19: Select the **Go to W-3** button to submit your wage data. The system will display the W-2 Online Form W-3 for Tax Year 2007 page.


Social Security Online
Business Services Online

W-2 Online Help

W-2 Online Form W-3 for Tax Year 2007

a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$10,000.00	2 Federal Income Tax withheld \$2,000.00
		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
c Total number of Forms W2 1	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 00-9999999		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code NO-NAME COMPANY 1 NO-NAME STREET OAKLAND, CA 94612-5103		9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ <input type="text"/>	
h Other EIN used this year			
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ <input type="text"/>	17 State income tax \$ <input type="text"/>
		18 Local wages, tips, etc. \$ <input type="text"/>	19 Local income tax \$ <input type="text"/>
Contact person DEBBIE KEMP		Telephone number 0015551234	
E-mail Address DKEMP@XXXX.COM		Fax Number	

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2007 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2. No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.</i></p>
<input type="button" value="Print Wage Report"/>	<p>Print your unsubmitted Tax Year 2007 wage report.</p> <p><i>Note: Selecting this option will not submit your wage report to the Social Security Administration.</i></p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</p>



*The New W-2 option will not be available if 20 W-2s are already saved for the current report. The **Go to W-3** option will not be available if no saved W-2s exist for the current employer.*

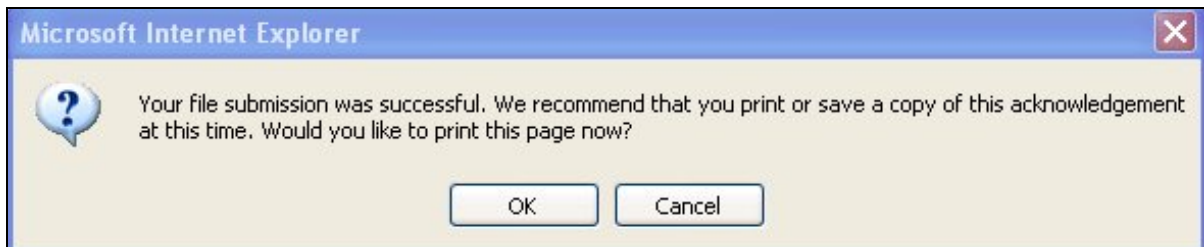
Step 20: Select one of the following options:

Submit Wage Report button to submit your wage information. Go to [Step 21](#) for more information.


Print Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to [Step 25](#) for more information.

Return to W-2 Online Data Review Page button to edit your data.

Step 21: Select the **Submit Wage Report** button on the W-2 Online Form W-3 for Tax Year 2007 page. The system submits your W-2/W-3 wage data and displays the W-2 Online Receipt Acknowledgement for Tax Year 2007 page along with the print pop-up window. Select the **OK** button to print the W-2 Online Receipt Acknowledgement for Tax Year 2007 page.



Otherwise, select the **Cancel** button to close the pop-up window.

**Social Security Online**
Business Services Online

W-2 Online Help

W-2 Online

Receipt Acknowledgment for Tax Year 2007

Date: 31-Aug-07 Time: 01:37 PM Eastern Time

**Your Annual Wage Report has been submitted to the Social Security Administration.
Please do not send us paper forms.**

This annual wage report was submitted for:
Employer Name: NO-NAME COMPANY
EIN: 009999999

Your Wage File Identifier (WFID) is KVR499.

The WFID is a number associated to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Main Menu and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow this link to download it from Adobe's free download page. Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the file link (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2 and W-3 for 4 years. This file will continue to be available through **09/30/2007** by selecting *Download Submitted W-2s* from the BSO Main Menu. After this date, it will be discarded.

[KVR499.pdf](#)

For Employer records only! Do not send this form to the Social Security Administration.

The information contained on this form was submitted to the Social Security Administration on **31-Aug-07**

The Wage File ID (WFID) assigned to this submission is **KVR499**.

Step 22: Right-click the file link to save the wage file.

Step 23: Select **Save Target As** option from the browser menu to save the file. (Otherwise, select the **Continue** button.)

**NOTE**

Your wage file will be available for you to review under your BSO account until the date displayed on your W-2 Online Receipt Acknowledgement.

Step 24: Select the **Continue** button. The system displays the W-2 Online Thank You page.

 Social Security Online
Business Services Online

W-2 Online Thank You

Thank you for using W-2 Online.


If you have not saved your file, right-click on the filename below (or tab to it and press Shift + F10) and select *Save As* to save your Form W-3 and Form W-2 information on your computer.

[KVR499.pdf](#)

This file will continue to be available through **09/30/2007** by selecting 'Download Submitted W-2s' from the BSO Main Menu.

After you have saved your file, follow this link to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3 and Forms W-2.

Step 25: Select the **Print Wage Report** button on the W-2 Online Form W-3 for Tax Year 2007 page to print the wage report. The system displays the W-2 Online Report Print page.


Social Security Online
Business Services Online

W-2 Online Help

W-2 Online Report Print

Your annual wage report has NOT been submitted to the Social Security Administration.

You can view, print, or save your Form W-3 and Forms W-2 using Adobe Acrobat Reader (version 5.0 is recommended). If the above software is already installed on your computer, select the *Print Preview* link below to open it with Acrobat Reader.

[Print Preview](#)

Assistive Technology / Keyboard Users - Select this link to review Forms W-2 in HTML Format

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3 and Form W-2 information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, follow this link to download Acrobat Reader from Adobe's free download page.

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Wage Report button below, I affirm that the above statement is true and wish to submit my annual wage report to the Social Security Administration now.</p>	
<div style="border: 1px solid #ccc; padding: 5px; width: 100px; margin: 0 auto;">Submit Wage Report</div>	<p>Submit this Tax Year 2007 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.</i></p>
<div style="border: 1px solid #ccc; padding: 5px; width: 100px; margin: 0 auto;">Return to W-3</div>	<p>View your Form W-3 totals.</p> <p>From here you can submit your annual wage report, print your wage report, or return to the W-2 Online Data Review page.</p>
<div style="border: 1px solid #ccc; padding: 5px; width: 100px; margin: 0 auto;">Return to W-2 Online Data Review Page</div>	<p>Return to the W-2 Online Data Review page to review and/or edit your wage report.</p>
<div style="border: 1px solid #ccc; padding: 5px; width: 100px; margin: 0 auto;">Save & Quit</div>	<p>Exit W-2 Online without submitting your annual wage report to SSA.</p> <p>Your employer information and Forms W-2 will be saved until 12/29/2007 OR 12/11/2008, whichever comes first.</p> <p><i>Note: This is not an extension of the filing deadline.</i></p>
<div style="border: 1px solid #ccc; padding: 5px; width: 100px; margin: 0 auto;">Quit and Delete</div>	<p>Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.</p>



If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting "[follow this link](#)" near the middle of the page

Step 26: Select the **Print Preview** link. The system displays the Forms W-2.

Step 27: Select **File>Print** from the menu bar or select the Print icon from the tool bar.

Step 28: Select **File>Close** on the menu bar after printing to close the window. The system returns you to the W-2 Online Report Print page.

Step 29: Select one of the following options on the W-2 Online Report Print page:

Submit Wage Report button to send the W-2/W-3 data to the Social Security Administration.

Return to W-3 button to return to the W-2 Online Form W-3 for Tax Year 2007 page.

Return to W-2 Online Data Review Page button to return to the W-2 Online Data Review for Tax Year 2007 page.

Save & Quit button to save the W-2/W-3 data you have entered. The system will display the "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?" page. Select the **Yes** button to save and quit, and return to the BSO Main Menu page. Select the **No** button to return to the W-2 Online Data Review for Tax Year 2007 page.

Quit & Delete button to exit W-2 Online without saving any data entered. You will be given the opportunity to confirm that you wish to quit and delete the wage report on the WARNING: This will DELETE your entire annual wage report. Select the **Yes** button to delete the entire wage report. Select the **No** button to return to the W-2 Online Data Review for Tax Year 2007 page.

Lesson 2: Resume Unsubmitted Forms W-2

Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 120 days. All unsubmitted Forms W-2 will be removed on December 11, 2008.



NOTE

You may have up to 50 saved reports. Each report may contain up to 20 Forms W-2. If you have any unsubmitted reports, the system will automatically display a list of the unsubmitted W-2s upon entering W-2 Online.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Social Security Online
www.socialsecurity.gov
Business Services Online

[BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

General Login Attestation HELP

[BSO Welcome](#) > General Login Attestation

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

[www.socialsecurity.gov](#)

[BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Step 4: Enter your User ID and password.

Step 5: Select the **Login** button to display the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Report Wages to Social Security** link.

[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Report Wages to Social Security menu page.


The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a light blue sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). A yellow box in the sidebar reads 'DONT USE YOUR BROWSER'S BACK BUTTON'. The main content area features the title 'Report Wages to Social Security' with 'LOGOUT' and 'BSO HELP' links. Below the title is a breadcrumb trail 'BSO Main Menu > Report Wages to Social Security'. The primary action is a large blue link: 'Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status'. Below this is another blue link: 'Resubmission Notice Processing' with the subtext 'Acknowledge resubmission notices and request resubmission extensions'. A 'BSO Main Menu' button is located to the right. At the bottom, there is contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The footer is a dark blue bar with 'www.socialsecurity.gov' and navigation links.

Step 7: Select the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link.

The system displays the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** menu page.

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation



Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Submit a W-2 Wage File

Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.

View File / Wage Report Status with Name / SSN Errors

View report status, errors, and notice information with Name / SSN errors for previously submitted W-2s.

Create Form W-2 Online

Enter Form W-2
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

Resume Unsubmitted W-2s
Continue processing your unsubmitted W-2s.

Download Submitted W-2s
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

Create Forms W-2c Online

Enter Forms W-2c
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.

Resume Unsubmitted W-2c
Continue processing your unsubmitted W-2cs.

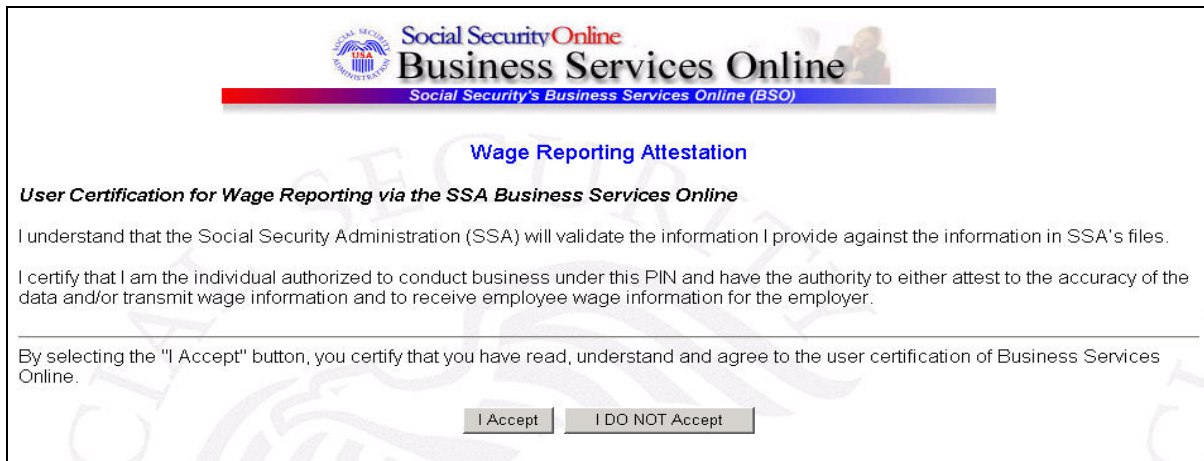
Download Submitted W-2c
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Step 8: Select the **Resume Unsubmitted W-2s** link.


[Resume Unsubmitted W-2s](#)
Continue processing your unsubmitted W-2s.

The system displays the Wage Reporting Attestation page.



The screenshot shows the "Wage Reporting Attestation" page on the Social Security Online Business Services Online (BSO) portal. The page features the SSA logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". The main heading is "Wage Reporting Attestation". Below this, there is a section titled "User Certification for Wage Reporting via the SSA Business Services Online". The text reads: "I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer." A horizontal line separates this text from a statement: "By selecting the 'I Accept' button, you certify that you have read, understand and agree to the user certification of Business Services Online." At the bottom, there are two buttons: "I Accept" and "I DO NOT Accept".

Step 9: Select the **I Accept** button after reading the conditions on the Wage Reporting Attestation page. The system displays the W-2 Online Unsubmitted Reports for Tax Year 2007 page.


Social Security Online
Business Services Online

[W-2 Online Help](#)

W-2 Online Unsubmitted Reports for Tax Year 2007

You have 8 saved reports that you have not yet submitted.

- To resume a previous report, select the "View / Edit" button next to the report that you wish to continue editing.
- To start a new report, select the *Start a New Report* button below.

Note: Unsubmitted W-2 Online reports are deleted if you do not resume working with them before the purge date.


Unsubmitted Reports

#	Employer Name	EIN	Number of W2s	Save Date ▲	Purge Date	Options
1.	W	009199999	0	08/02/2007	11/30/2007	View / Edit #1 Delete #1
2.	E	009299999	0	08/02/2007	11/30/2007	View / Edit #2 Delete #2
3.	NO-NAME COMPANY	009999999	0	08/06/2007	12/04/2007	View / Edit #3 Delete #3
4.	E	009299999	1	08/10/2007	12/08/2007	View / Edit #4 Delete #4
5.	E	009299999	0	08/10/2007	12/08/2007	View / Edit #5 Delete #5
6.	E	009299999	1	08/13/2007	12/11/2007	View / Edit #6 Delete #6
7.	Q	009399999	1	08/15/2007	12/13/2007	View / Edit #7 Delete #7
8.	E	009299999	0	08/23/2007	12/21/2007	View / Edit #8 Delete #8
9.	NO-NAME COMPANY	009999999	1	08/31/2007	12/29/2007	View / Edit #9 Delete #9

Options

Start a New Report	Start a new W-2 Online Wage Report.
BSO Main Menu	Return to the BSO Main Menu.

Step 10: Select the **View/Edit** button for the specific report to view or modify the report. The system displays the W-2 Online Data Review for Tax Year 2007 page. (To delete the report, select the **Delete** button for the specific report.)


Social Security Online
Business Services Online

[W-2 Online Help](#)

W-2 Online Data Review for Tax Year 2007

This wage report is being prepared for:

EIN: 00-9999999

NO-NAME COMPANY
 1 NO-NAME STREET
 OAKLAND, CA 94612-5103

#	SSN	Name	Options
1.	999-00-9999	DEBORAH KERR	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>


Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
Save and Quit	Exit W-2 Online without submitting your annual wage report to SSA. Your employer information and Forms W-2 will be saved until 12/29/2007 OR 12/11/2008, whichever comes first. <i>Note: This is not an extension of the filing deadline.</i>
Quit and Delete	Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.



*The **New W-2** button (on the W-2 Online Data Review page for Tax Year 2007 page) will not be displayed if you have the maximum number of unsubmitted W-2s (20) per report.*

Step 11: Select the **Go to W-3** button. The system displays the W-2 Online Form W-3 for Tax Year 2007 page.


Social Security Online
Business Services Online

W-2 Online Help

W-2 Online Form W-3 for Tax Year 2007

a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular	1 Wages, tips, other compensation \$10,000.00	2 Federal Income Tax withheld \$2,000.00	
	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	
c Total number of Forms W2 1	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 00-9999999	7 Social security tips \$0.00	8 Allocated tips \$0.00	
Employer's name, address, and ZIP code NO-NAME COMPANY 1 NO-NAME STREET OAKLAND, CA 94612-5103	9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00	
	11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00	
	13 For third-party sick pay use only		
	14 Income tax withheld by payer of third-party sick pay \$ <input type="text"/>		
h Other EIN used this year			
15 State Employer's state ID number 1	16 State wages, tips, etc. \$ <input type="text"/>	17 State income tax \$ <input type="text"/>	
	18 Local wages, tips, etc. \$ <input type="text"/>	19 Local income tax \$ <input type="text"/>	
Contact person DEBBIE KEMP	Telephone number 0015551234		
E-mail Address DKEMP@XXXX.COM	Fax Number		

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2007 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2. No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.</i></p>
<input type="button" value="Print Wage Report"/>	<p>Print your unsubmitted Tax Year 2007 wage report.</p> <p><i>Note: Selecting this option will not submit your wage report to the Social Security Administration.</i></p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</p>

Step 12: Select one of the following options on the W-2 Form W-3 for Tax Year 2007 page:

Submit Wage Report button to send the W-2/W-3 data to the Social Security Administration.

Print Wage Report button to print your unsubmitted wage report from the W-2 Online Report Print page.

Lesson 3: Download Submitted Forms W-2

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.



Submitted wage report files are available for 30 days or until December 31, whichever comes first.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Log In** link on the BSO Welcome page. The system displays the General Login Attestation page.

Social Security Online
www.socialsecurity.gov
Business Services Online

[BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Online Services Availability

- Monday-Friday: 5 AM - 11 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

HELP

General Login Attestation

BSO Welcome > General Login Attestation

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov
BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Step 4: Enter your User ID and password.

Step 5: Select the **Login** button to display the BSO Main Menu page. (To return to the BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Report Wages to Social Security** link.

[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Report Wages to Social Security [LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > Report Wages to Social Security

Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

Resubmission Notice Processing
Acknowledge resubmission notices and request resubmission extensions

DONT USE YOUR BROWSER'S BACK BUTTON

[BSO Main Menu](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Step 7: Select the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link.

The system displays the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** menu page.

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation



Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Submit a W-2 Wage File

Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.

View File / Wage Report Status with Name / SSN Errors

View report status, errors, and notice information with Name / SSN errors for previously submitted W-2s.

Create Form W-2 Online

Enter Form W-2
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

Resume Unsubmitted W-2s
Continue processing your unsubmitted W-2s.

Download Submitted W-2s
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

Create Forms W-2c Online

Enter Forms W-2c
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.

Resume Unsubmitted W-2c
Continue processing your unsubmitted W-2cs.

Download Submitted W-2c
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Step 8: Select the **Download Submitted W-2s** link.

Download Submitted W-2s

Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

The system displays the Wage Reporting Attestation page.



The screenshot shows the "Wage Reporting Attestation" page. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, the page title "Wage Reporting Attestation" is displayed. The main content area contains the following text:

User Certification for Wage Reporting via the SSA Business Services Online

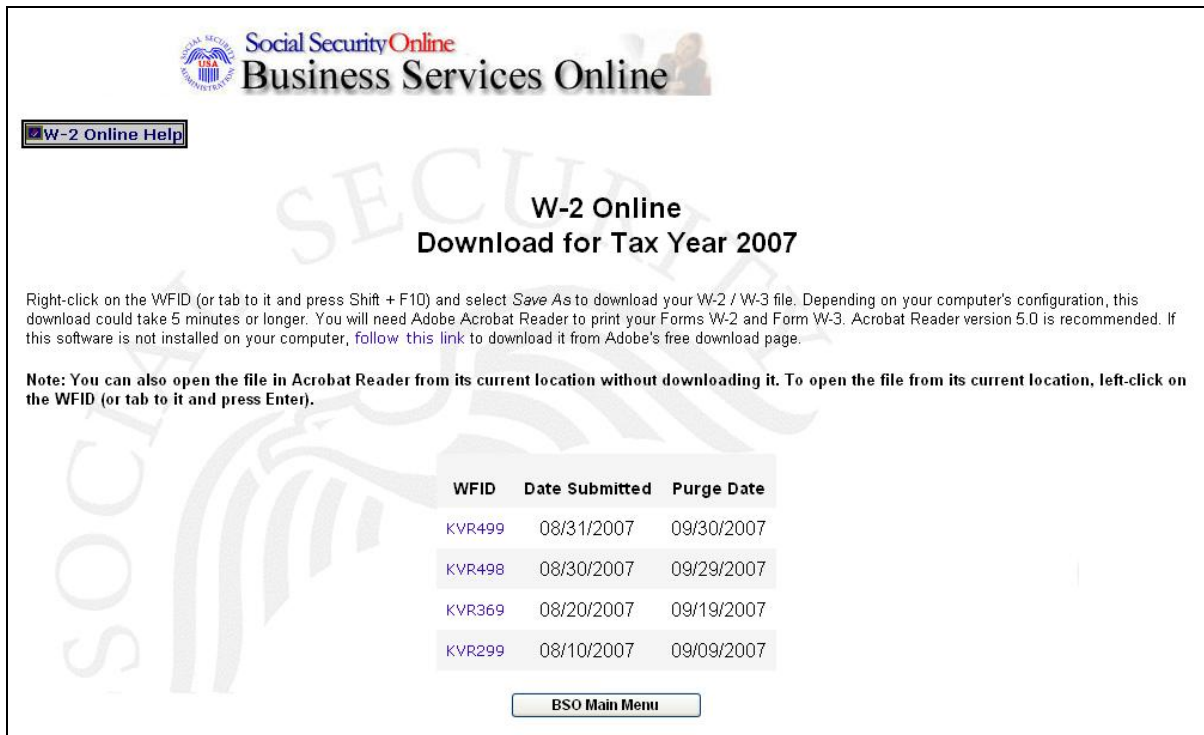
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

At the bottom, there are two buttons: "I Accept" and "I DO NOT Accept".

Step 9: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2 Online Download for Tax Year 2007 page.



W-2 Online Help

W-2 Online Download for Tax Year 2007

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow [this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
KVR499	08/31/2007	09/30/2007
KVR498	08/30/2007	09/29/2007
KVR369	08/20/2007	09/19/2007
KVR299	08/10/2007	09/09/2007

BSO Main Menu

Step 10: Right-click the WFID link you wish to download.

Step 11: Select the **Save Target As** option from the browser menu to download the file onto your computer. If you wish to view the file before choosing to save, instead select **Open in New Window**.



Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it by pointing your browser to <http://www.adobe.com>.

Step 12: Select the **BSO Main Menu** button to return to the BSO Main Menu page.