



BSO Tutorial for Tax Year 2007

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- [Request Online SSN Verification](#)
- [Submit an Electronic File for SSN Verification](#)
- [View Status and Retrieval Information](#)
- [View the SSNVS Handbook](#)

Lesson 1: Request an Online SSN Verification

Registered users (employers and certain third-party submitters) can verify up to 10 names and Social Security Numbers (SSNs) online and receive immediate results.



In order access the Social Security Number Verification Service (SSNVS) users must first register with the Integrated Registration Services (IRES) and receive a User Identification Number (User ID) and password.


To request access to SSNVS, after you have registered, complete the following steps:

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 **Business Services Online**

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

 **General Login Attestation** [HELP](#)

[BSO Welcome](#) > General Login Attestation

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.

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 to indicate you have read the user certification statement and agree to its contents. This will open the Log In to BSO web page.

Step 4: Enter your User ID and password.

Step 5: Select the **Login** button from the Business Services Online Login web page. This will open the BSO Main Menu web page.



*To return to the Business Services Online Welcome page, select the **Cancel** button.*

Step 6: Select the **Social Security Numbers Verification Service** link.

Social Security Numbers Verification Service

Request online SSN verification
Submit files for SSN verification

The system displays the Verify Social Security Numbers menu page.


The screenshot shows the 'Business Services Online' page for Social Security. The header includes 'Social Security Online' and 'Business Services Online' with the URL 'www.socialsecurity.gov'. Navigation links for 'Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation' are present. The main heading is 'Verify Social Security Numbers' with 'LOGOUT' and 'HELP' links. A sidebar on the left lists 'Online Services Availability' with hours for Monday-Friday, Saturday, and Sunday, and a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features three links: 'Request Online SSN Verification' (with a description of manual entry), 'Submit an Electronic File for SSN Verification' (with a description of file submission), and 'View Status and Retrieval Information' (with a description of checking submission status). A 'View Social Security Number Verification Service (SSNVS) Handbook' link is also present. A 'BSO Main Menu' button is located below the links. At the bottom, contact information for the Employer Customer Service Center is provided, including the phone number 1-800-772-6270 and TDD/TTY number 1-800-325-0778.

Step 7: Select the **Request Online SSN Verification** link.

[Request Online SSN Verification](#)

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

The system displays the SSNVS Attestation page.



OMB Approval No. 0960-0660
SSNVS Attestation

Proper Use of Social Security Number Verification Services (SSNVS)

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**, for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company, and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for use of SSNVS - Please Read Carefully!

I certify that:


- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

Step 8: Select the **I Accept** button to indicate you have read the SSNVS user certification statement and agree to its contents. The system will then display the SSN Verification page.



Social Security Online
Business Services Online
 Social Security Number Verification System (SSNVS)

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

[SSNVS Help](#)

SSN Verification

Name: **JANE DOE** Submitter EIN: **009999999**

Please Note:

- All verified, unverified and deceased records will be returned.
- Mandatory fields are indicated by an *.
- Field specific help is available by selecting the underlined links below.
- In the event SSNVS may not be able to process your request, you will be given two (2) options:
 - Overnight Processing - saves the data you entered to a file for overnight processing and displays a confirmation number on the Confirmation page that you will need to check the status of your request
 - Home Page - cancels the request and any data you entered on the SSN Verification form is not saved

* [Employer's EIN](#) The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Please enter the following information for each employee you would like to verify.

	* SSN <small>(9 9 9 9 9 9 9 9 9)</small>	* First Name	Middle Name	* Last Name	Suffix	Date of Birth <small>(M M D D Y Y Y Y)</small>	Gender <small>(F / M)</small>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.


This page contains confidential information. Please keep the printed / saved page in a secure place.

Step 9: In the Employer’s EIN field place the EIN of the employer under which wages are to be reported for the names and SSNs being verified. Complete one (1) row for each name and SSN you would like to verify. You must complete all mandatory fields in at least one (1) row before selecting the **Submit** button.



- The Submitter's EIN field at the top of the page is the EIN of the employer of the user submitting the verification request.
- The Employer's EIN, SSN, First Name and Last Name fields are mandatory.
- The Middle Name, Suffix, Date of Birth (DOB) and Gender fields are optional.

Step 10: Select the **Submit** button to process the data. (Otherwise, select the **Clear Form** button to delete the data.) The system displays the SSN Verification Results page.



Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Commands | Logout

SSNVS Help

SSN Verification Results

Name: **JANE DOE** Submitter EIN: **009999999**

Employer's EIN: **009999999** The following table displays your submitted results. The first column indicates the result of a record: failed, deceased or verified.

Records Submitted: **10**

Failed Verifications: **6**

Deceased: **2**

Verified Records: **2**

[Verify More SSNs](#)

[Why Are Some SSNs Masked](#)

[What to do if an SSN fails to verify](#)

[Field Office Locator](#)

- **Failed**- Data does not match Social Security Administration's records. Select [What to do if an SSN fails to verify](#) for more information.
- **Deceased**- Data matches Social Security Administration's records and our records indicate the person is deceased. Please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security office. Select [Field Office Locator](#) to find the office nearest you.
- **Verified**- Data matches Social Security Administration's records.

Result	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Failed	345001975	JULIE	-	JONES	-	-	-	1
Failed	XXXX2563	JAKE	-	NEWTON	-	-	-	2
Failed	XXXX6322	KRISTINE	-	FOUDY	-	-	-	3
Failed	XXXX1975	BRIANA	-	JONES	-	-	-	4
Failed	653002563	TIFFENY	-	ISSAC	-	-	-	5
Failed	XXXX2563	CHAD	-	MATTHEWS	-	-	-	6
Deceased	568001975	AJ	-	JONES	-	-	-	-
Deceased	345002563	KIM	-	SMITH	-	-	-	-
Verified	XXXX6322	KAYLA	-	MILBRETT	-	-	-	-
Verified	XXXX5425	HAMM	-	BONE	-	-	-	-

Verification Results	
Code	Description
1	SSN not in file
2	Name and DOB match; Gender code does not match
3	Name and Gender code match; DOB does not match
4	Name matches; DOB and Gender do not match
5	Name does not match; DOB and Gender not checked
6	SSN did not verify; other reason

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Commands | Logout

This page will display:

- Left-Hand Menu – the Employer’s EIN, total number of records submitted, total number of failed verifications, total number of deceased records and total number of verified records.
- Body – All of the information submitted by the user plus the verification results code.



If any problems occur with the submission the system will display the Convert to Batch page. Select the **Overnight** button and SSA will process your request and send you the results within 2 business days. Follow the instructions in [Lesson 2: Submit an Electronic File for SSN Verification](#) for more information.

Step 11: The SSN submitted for verification matches SSA's records.

The user will see a “-“ in the Verification Results field.



For security reasons, if the record has a “-” Verification Result, the first five (5) positions of the SSN will be masked with an "X".

Step 12: The SSN submitted for verification matches SSA's records but our records indicate the individual is deceased.

The user will see the word “Deceased” in the Results column and a “-“ in the Verification Results field.

Step 13: If there are failed verifications, the number in the Verification Results column displays the reason for the failed verification.

The following are failed verification result code descriptions:

- 1 SSN is not in Social Security Administration’s records
- 2 Name and DOB match; Gender Code does not
- 3 Name and Gender Code match; DOB does not
- 4 Name matches: DOB and Gender Code do not
- 5 Name does not match; DOB and Gender Code not checked
- 6 SSN did not verify; other reason.



For security reasons, if the record has a verification results code of 2, 3, 4 or 6, the first five (5) positions of the SSN will be masked with an "X".

*If the data does not match SSA's records, select the **What to do if Names/SSNs don't match?** link to view important information.*

Step 14: Select the **Verify More SSNs** link to verify additional SSNs. (To return to the BSO Main Menu page, select the **BSO Main Menu** link.)

Lesson 2: Submit an Electronic File for SSN Verification

Follow the instructions below to upload a file containing names and Social Security Numbers (SSNs) to be verified by the Social Security Administration. The results are usually available the next government business day.

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 Business Services Online portal. The page header includes 'Social Security Online' and 'Business Services Online' with navigation links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area contains a 'General Login Attestation' section with a 'HELP' link. Below the header, there is a section for 'Online Services Availability' listing hours for Monday-Friday, Saturday, and Sunday. A yellow box with a black border contains the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Below this, a note states 'Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' The main body of the page contains a statement of understanding: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.' This is followed by a 'I certify that:' section with four bullet points: 1. 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. 2. 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. 3. 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. 4. I am authorized to do business under this User ID. Below the bullet points, 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.' At the bottom of the page, there are two buttons: 'I Do NOT Accept' and 'I Accept'. A footer section 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.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Log In to BSO [HELP](#)

BSO Welcome > Login

Online Services Availability

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

DONT USE YOUR BROWSER'S BACK BUTTON

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

Type your User ID and password; then select Log In.

[Need to complete your phone registration?](#)

User ID: 3E5TG6Y6
Password: ●●●●●●●●
(not case sensitive)

[Forgot your password?](#)

Cancel Login

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 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 **Social Security Numbers Verification Service** link.

Social Security Numbers Verification Service

Request online SSN verification
Submit files for SSN verification

The system displays the Verify Social Security Numbers menu page.

Social Security Online **Business Services Online**

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

Verify Social Security Numbers [LOGOUT](#) | [HELP](#)

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

[Request Online SSN Verification](#)
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

[Submit an Electronic File for SSN Verification](#)
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)
View the current status of a submission.

[View Social Security Number Verification Service \(SSNVS\) Handbook](#)
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

[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 an Electronic File for SSN Verification** link.

[Submit an Electronic File for SSN Verification](#)

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

The system displays the SSNVS Attestation page.



OMB Approval No. 0960-0660

SSNVS Attestation

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- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
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- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
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- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

Step 8: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Submit a File for SSN Verification – Before You Start page.


[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

[SSNVS Help](#)

Submit a File for SSN Verification - Before You Start

Name: **JANE DOE** Submitter EIN: **009999999**
Steps: **1. Before You Start** 2. [Submit Your File](#) 3. [Confirmation](#)

1. Before You Start


The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**
Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.
 - We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected. [Submission File Format](#)
 - Do **NOT** send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.
- **Zip Your File**
If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

Step 9: Select **Continue** after reading the information on the Submit a File for SSN Verification – Before You Start page. The system displays the Submit a File for SSN Verification – Submit Your File page.


Social Security Online
Business Services Online
 Social Security Number Verification System (SSNVS)

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[SSNVS Help](#)

Submit a File for SSN Verification - Submit Your File

Name: JANE DOE Submitter EIN: 009999999

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. Confirmation

2. Submit Your File

- First, enter the Employer's EIN.
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

* **Employer's EIN** The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

(9 9 9 9 9 9 9 9 9)

Select file

Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your submission is complete.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0778**.

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

Step 10: Enter the Employer's EIN of the employer under which wages are to be reported for the names and SSNs being verified. If you know the name of the file you wish to upload, type the file name in the **Select File** field or select a file from your local or network directory by selecting the **Browse** button.




TIPS

- *The file should contain no more than 250,000 SSN verification requests.*
- *If you have over 500 SSN verification requests or you have a slow connection it is recommended that you zip your file using WinZip, PKZIP, or another zip-compatible program.*

Step 11: Select the **Submit** button. The system displays a file upload in process pop-up window.



Once the file has been transferred, the system displays the Submit a File for SSN Verification – Confirmation page.



Social Security Online
Business Services Online

Social Security Number Verification System (SSNVS)

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[SSNVS Help](#)

Submit a File for SSN Verification - Confirmation

Name: **JANE DOE** Submitter EIN: **009999999**

Steps: 1. [Before You Start](#) 2. [Submit Your File](#) 3. **Confirmation**

3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.

Confirmation Number assigned by SSA: 11324F8F5DE8085D

Date: 06/13/2007 Time: 08:05 AM Eastern Standard Time

Your file name: SSNVS_Rel4_PIR_FINAL.doc File size: 280576 bytes (274 Kb)

What You Should Do Next:
Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

What to expect:
You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

Thank you for submitting your file using Business Services Online.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)



Be sure to keep a record of your confirmation number. You will need it to track the status of your submitted file.

TIPS

Step 12: Select the **OK** button in the pop-up window to print the Submit a File for SSN Verification - Confirmation page.



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

Step 13: Select the **Submit Another File** button to submit another file or select the **BSO Home** button to return to the BSO Main Menu page.

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the status of electronic files submitted for overnight processing.

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 **Business Services Online**
www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

General Login Attestation [HELP](#)

[BSO Welcome](#) > General Login Attestation

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.

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**.

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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.

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Log In to BSO [HELP](#)

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Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
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- 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.

Type your User ID and password; then select Log In.

[Need to complete your phone registration?](#)

User ID:

Password:

(not case sensitive)

[Forgot your password?](#)

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.

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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 **Social Security Numbers Verification Service** link.

Social Security Numbers Verification Service

Request online SSN verification
Submit files for SSN verification

The system displays the Verify Social Security Numbers menu page.

Social Security Online **Business Services Online**

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Verify Social Security Numbers [LOGOUT](#) | [HELP](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
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DON'T USE YOUR BROWSER'S BACK BUTTON

Request Online SSN Verification
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

View Status and Retrieval Information
View the current status of a submission.

View Social Security Number Verification Service (SSNVS) Handbook
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

[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**.

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Step 7: Select the **View Status and Retrieval Information** link.

[View Status and Retrieval Information](#)
View the current status of a submission.

The system displays the SSNVS Attestation page.


Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

OMB Approval No. 0960-0660
SSNVS Attestation

Proper Use of Social Security Number Verification Services (SSNVS)

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for use of SSNVS - Please Read Carefully!

I certify that:


- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

Step 8: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Status and Retrieval page.



Social Security Online
Business Services Online
Social Security Number Verification System (SSNVS)

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Status and Retrieval

Name: JANE DOE Submitter EIN: 009999999

There are three options for checking the status of your file(s):

Option 1 - Enter your 16 character confirmation number or your 8 character tracking number for submitted files. Select [Do you have a Tracking Number?](#) for more information.

Option 2 - View status of your submitted files by entering a range of submission dates.

Option 3 - Retrieve a list of your submitted files available to your PIN.

Option 1	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
Option 2	Range Start Date <small>M M D D Y Y Y Y</small>	<input type="text"/>	<input type="button" value="Submit"/>
	Range End Date <small>M M D D Y Y Y Y</small>	<input type="text"/>	
Option 3	All Submissions	<input type="text"/>	<input type="button" value="Submit"/>

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0778**.

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Step 9: Select one of the following options to view the status of your submitted file.


- Option 1:** Enter the specific tracking or confirmation number to view the status of an individual file.
- Option 2:** Enter a start and end date to view the status of files submitted within a date range.
- Option 3:** View the 100 most recent SSNVS file submissions associated with your User ID.



TIPS

If the file you are searching for is not displayed, focus your search by using Option 1 or 2.

Step 10: Select the corresponding **Submit** button. The system displays the Status and Retrieval Results page.



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Social Security Number Verification System (SSNVS)

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SSNVS Help

Status and Retrieval Results

Name: **JANE DOE** Submitter EIN: **009999999**

The following table displays your submitted file(s).

- You may retrieve your submission(s) by clicking the **VIEW** and/or **DOWNLOAD** link under Retrieval Options.
- Please note large files may take time to open.
- Some SSNs may be masked. Select [Why Are Some SSNs Masked?](#) for more information.
- SSN did not verify? Select [What to do if a SSN fails to verify.](#)

Retrieval Options

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
 - Right click "DOWNLOAD"
 - Select "Save Target As"
 - Complete the Save As dialog box

Status of All Submissions

Select the links below for more information about your submission(s).

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
06/13/2007	11324F8F5DE8085D	-	-	-	-	IN PROCESS	274.0 KB	-	-
05/25/2007	112C4176F0AD81A2	-	-	-	-	IN PROCESS	36.0 KB	-	-
05/24/2007	112BEABE12BCDFB3	-	-	-	-	IN PROCESS	2.4 KB	-	-
05/24/2007	112BEAE1D5588411	10	11	0	-1	VIEWED	1.4 KB	DOWNLOAD VIEW	07/07/2007
05/24/2007	112BEB15BD9E31EE	-	-	-	-	IN PROCESS	2.4 KB	-	-
05/24/2007	112BEB36283C3486	-	-	-	-	IN PROCESS	13.1 KB	-	-
05/24/2007	112BEB5E4F1B67B4	-	-	-	-	IN PROCESS	12.9 KB	-	-
05/24/2007	112BEB99C217BE04	-	-	-	-	FORMAT OR SURFACE ERRORS	11.7 KB	-	-
05/24/2007	112BEBAB5DA66DD1	-	-	-	-	IN PROCESS	12.9 KB	-	-
05/24/2007	112BEBB6AB4C92E4	-	-	-	-	IN PROCESS	9147.8 KB	-	-
05/24/2007	112BEBBC474082D78	-	-	-	-	IN PROCESS	4.4 KB	-	-
05/23/2007	112BA4F527ADFC29	-	-	-	-	FORMAT OR SURFACE ERRORS	1372.0 KB	-	-
05/21/2007	112AEF6606BD52E6	-	-	-	-	FORMAT OR SURFACE ERRORS	16.5 KB	-	-
05/21/2007	112AF3A2D2C096CB	-	-	-	-	FORMAT OR SURFACE ERRORS	25.9 KB	-	-
05/21/2007	112B042BCE0583FA	-	-	-	-	FORMAT OR SURFACE ERRORS	16.5 KB	-	-

[Additional Status Request](#)
[What To Do If a Social Security Number \(SSN\) Does Not Verify](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0778**.

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Step 11: The status and retrieval options are displayed in a table; for a full explanation of each column, click on the column header. This opens a new browser to the SSNVS Help web page which is only accessible when logged into SSNVS.

Select the **Download/View** link in the Retrieval Option(s) column to view your results.



- *For 10 or less SSNs submitted, the results may be downloaded or viewed online.*
- *For more than 10 SSNs submitted, the results may be downloaded only.*

Step 12: Select the link in the Status column for more information about the status of your submission, if applicable.



The Available Through column displays the date the Status and/or Results are available to the user.

- *Users are able to view or download the results for 30 days from the day they become available.*
- *After 30 days and up to two (2) years, the user can only view the status of their files.*
- *During the period files are available, you can download or view them an unlimited number of times.*

Lesson 4: View the SSNVS Handbook

The SSNVS Handbook can either be viewed by logging-in to the SSNVS application or by selecting the **SSNVS Handbook** links below.

- BSO Welcome page – <http://www.ssa.gov/bso/>
- SSNVS News page – <http://www.ssa.gov/employer/ssnvsNews.htm>
- SSNVS Information and Instructions page – <http://www.ssa.gov/employer/ssnv.htm#overview>


To access the SSNVS handbook from the SSNVS application, follow the instructions below.

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
Business Services Online

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BSO Welcome > General Login Attestation

Online Services Availability

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General Login Attestation HELP

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- 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.
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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.

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www.socialsecurity.gov

Business Services Online
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Log In to BSO [HELP](#)

BSO Welcome > Login

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Type your User ID and password; then select Log In.

[Need to complete your phone registration?](#)

User ID:

Password:

(not case sensitive)

[Forgot your password?](#)

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 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 **Social Security Numbers Verification Service** link.

Social Security Numbers Verification Service

Request online SSN verification
Submit files for SSN verification

The system displays the Verify Social Security Numbers menu page.

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[Request Online SSN Verification](#)
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

[Submit an Electronic File for SSN Verification](#)
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)
View the current status of a submission.

[View Social Security Number Verification Service \(SSNVS\) Handbook](#)
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

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Step 7: Select the **View Social Security Number Verification Service (SSNVS) Handbook** link.

[View Social Security Number Verification Service \(SSNVS\) Handbook](#)
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

The system displays the SSNVS Handbook.

Social Security Online
Social Security Number Verification Service (SSNVS)

www.socialsecurity.gov
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Social Security Number Verification Service (SSNVS) Handbook

If you are navigating using only the keyboard or using an assistive device and need help, visit our [Keyboard Commands](#) page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.



Social Security Administration
Office of Systems Electronic Services
6401 Security Boulevard
Baltimore, Maryland 21235

Revised September 2007

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