



## **BSO Tutorial for Tax Year 2007**

# W-2c Online

Contains the following lessons:

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

## Lesson 1: Create Forms W-2c Online

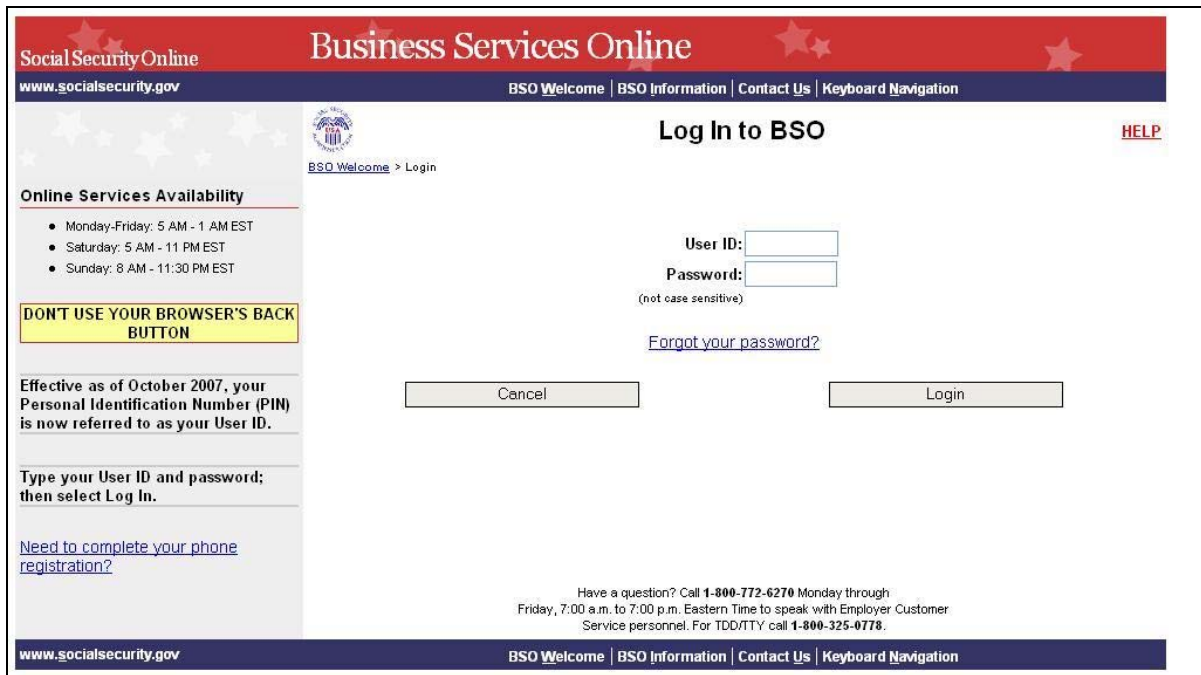
Follow the instructions below to create up to five Forms W-2c online.

**Step 1:** Point your browser to the Business Services Online Welcome page:  
[www.socialsecurity.gov/bsowelcome.htm](http://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 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 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:'. This is followed by a bulleted list of three statements: 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 list, there is a bolded instruction: '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 URL 'www.socialsecurity.gov' and the same navigation links as the top bar. A small text block 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.



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

**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?](#)

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.)



Social Security Online  
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [LOGOUT](#) [HELP](#)

BSO Welcome > Main Menu

**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**

Welcome, JANE DOE  
Your password expires on **March 16, 2008**

**Report Wages To Social Security**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**View File / Wage Report Status with Name / SSN Errors**  
View report status, errors and notice information

**Social Security Numbers Verification Service**  
Request online SSN verification  
Submit files for SSN verification

**Account Maintenance**  
Request, activate or remove access to services  
Re-request or deactivate access to services  
Change 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 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](http://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

[BSO Main Menu](#)

**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**

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](http://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](#)

**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 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

### 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).

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**.

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

The system displays the Wage Reporting Attestation page.

**Wage Reporting Attestation**

**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.

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

**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-2c Online Information for Tax Year 2007 page.



*If you have any existing unsubmitted reports, the system will display the W-2c 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 3: Resume Unsubmitted W-2cs](#) for more information.*



## Social Security Online Business Services Online

[W-2c Online Help](#)

### W-2c Online Information for Tax Year 2007

W-2c Online lets you create, print, and submit up to 5 Forms W-2c to the Social Security Administration. You may not use W-2c Online if any of the restrictions below apply to you.

*Note: W-2c 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-2c will not be shown on the Form W-3c. However, this data will be displayed on individual W-2cs 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-3c and Forms W-2c. [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-2c Reports:

- Previous W-2s where both the Name and SSN fields were blank may not be corrected.
  - Third-party sick pay recap forms may not be corrected.
  - Agent Indicator Codes may not be corrected.
  - You must verify your W-2 has moved to **Complete** status before attempting to file a correction.
  - Self-employed individuals may not file correction reports.
- Note: Self-employment income and applicable taxes must be reported on 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 web site at [www.irs.gov](http://www.irs.gov) or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.*

#### The following RESTRICTIONS apply only to W-2c Online:

- Do NOT use W-2c Online if you are attempting to file Forms W-2.
- Do NOT use W-2c Online if you are filing corrections for a tax year other than 2007.
- Do NOT use W-2c Online if you are attempting to correct address information. Please complete IRS Form 8822 to correct address information.
- Do NOT use W-2c Online if you are attempting to correct Employment Type or Establishment Number.
- Do NOT use W-2c Online if you are correcting a previous W-2c report.
- Do NOT use W-2c Online if you are **only** correcting state wage/tax data (Boxes 15 through 20 on Form W-2c). SSA does not pass W-2c information to the states.
- Do NOT use W-2c Online if you are correcting using a military Employment type or using a Military B list Employer Identification Number (EIN).
- If you are correcting a W-2 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.

- Corrections cannot be made to incorrectly filed EINs.
- Wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands may not be corrected using W-2c Online.
- Do not use W-2c Online if you are submitting "Third-party sick pay recap correction forms W-2c and W-3c" described in part 6 of Internal Revenue Service publication 15-A at [www.irs.gov/pub/irs-pdf/p15a.pdf](http://www.irs.gov/pub/irs-pdf/p15a.pdf). A recap correction form is a special W-2c that does not contain an employee name or Social Security Number. Submit those on a paper form W-2c with a W-3c.
- You may enter up to five Forms W-2c per Form W-3c 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 X STREET  
GLENBURNIE, MD 21061**

Your Phone: **4105551234**

Your Extension (optional): **<Not Specified>**

Your Fax (optional): **<Not Specified>**

Your E-mail Address (optional): **<Not Specified>**

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

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

**FOR WHOM ARE YOU FILING?**

Please choose one of the following options:

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

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

**Privacy Act and Paperwork Reduction Act Notice.**  
 We ask for the information on Forms W-2c and W-3c 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-2c** -- 40 minutes, and **Form W-3c** -- 51 minutes.


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



*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-2c 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-2c Online Help

**W-2c 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 (or U.S.) / Province \* :

Zip / Postal Code \* :  Zip Ext. (U.S. ONLY) :

Please identify Kind of Payer \* : (Note: Military payers cannot file using this service)

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

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

**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:

Employer State ID Number:

Contact Person	
Name *	DQTV TESTER
E-mail Address:	DEBBIEK@XXXX.COM
Telephone Number:	4105556666 Ext: <input type="text"/>
Fax Number:	<input type="text"/>

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

**Step 12:** Enter your employer information. If you are filing for your own company, the system automatically populates this information.



*All fields marked with an asterisk (\*) must be completed.*

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



*If there is one or more W-2cs saved, the system shall display the W-2c Online Data Review page. Go to [Step 16](#).*



Social Security Online  
Business Services Online

W-2c Online Help

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

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

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

a Tax Year/Form corrected <b>2007/W-2</b>		For Official Use Only OMB No. 1545-0008	
b Employee's correct social security number* [ ] - [ ] - [ ]		c Corrected name <input type="checkbox"/> (If checked enter correct name in box e and complete box i)	
e Employee's Name first: [ ] middle: [ ] last: [ ] suffix: [ ]		d Employer's Federal EIN <b>00-9999999</b>	
f Employee's address and ZIP code Suite/Attn.: [ ] Street/P.O.Box: [ ] City: * [ ]		g Employer's name, address, and ZIP code <b>NO-NAME COMPANY 1 NO-NAME STREET OAKLAND, CA 94612-5103</b>	
Country: * United States		State / Province: * [ ]	
Zip / Postal Code: * [ ]		Zip Ext. (U.S. Only): [ ]	
h Employee's <b>incorrect</b> social security number [ ] - [ ] - [ ]		i Employee's Name (as reported on the original W-2) first: [ ] middle: [ ] last: [ ] suffix: [ ]	
<p><b>Complete boxes h and/or i only if incorrect on last form filed.</b></p> <p><b>Note:</b> Complete only the money fields being corrected.</p>			
<b>Previously reported</b>		<b>Correct information</b>	
<b>1 Wages, tips, other compensation</b> \$ [ ] . [ ]		<b>1 Wages, tips, other compensation</b> \$ [ ] . [ ]	
<b>2 Federal Income Tax withheld</b> \$ [ ] . [ ]		<b>2 Federal Income Tax withheld</b> \$ [ ] . [ ]	
<b>3 Social security wages</b> \$ [ ] . [ ]		<b>3 Social security wages</b> \$ [ ] . [ ]	
<b>4 Social security tax withheld</b> \$ [ ] . [ ]		<b>4 Social security tax withheld</b> \$ [ ] . [ ]	
<b>5 Medicare wages and tips</b> \$ [ ] . [ ]		<b>5 Medicare wages and tips</b> \$ [ ] . [ ]	
<b>6 Medicare tax withheld</b> \$ [ ] . [ ]		<b>6 Medicare tax withheld</b> \$ [ ] . [ ]	
<b>7 Social security tips</b> \$ [ ] . [ ]		<b>7 Social security tips</b> \$ [ ] . [ ]	
<b>8 Allocated tips</b> \$ [ ] . [ ]		<b>8 Allocated tips</b> \$ [ ] . [ ]	
<b>9 Advance EIC payment</b> \$ [ ] . [ ]		<b>9 Advance EIC payment</b> \$ [ ] . [ ]	
<b>10 Dependant care benefits</b> \$ [ ] . [ ]		<b>10 Dependant care benefits</b> \$ [ ] . [ ]	
<b>11 Nonqualified plans: Section 457 distributions or contributions</b> \$ [ ] . [ ]		<b>11 Nonqualified plans: Section 457 distributions or contributions</b> \$ [ ] . [ ]	
<b>12a code:</b> [ ]		<b>12a code:</b> [ ]	
<b>12b code:</b> [ ]		<b>12b code:</b> [ ]	
<b>12c code:</b> [ ]		<b>12c code:</b> [ ]	
<b>13 Statutory Retirement Third-party employee plan sick-pay</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<b>13 Statutory Retirement Third-party employee plan sick-pay</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/>	14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> <input type="text"/> \$ <input type="text"/> . <input type="text"/>
Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>	Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>		
State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>
16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>
Locality Correction Information			
18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>
20 Locality Name (1) <input type="text"/>	20 Locality Name (1) <input type="text"/>	20 Locality Name (2) <input type="text"/>	20 Locality Name (2) <input type="text"/>
Options			
<input type="button" value="New W-2c"/>	Keep this W-2c and create another W-2c.		
<input type="button" value="Done"/>	Keep this W-2c and review a list of W-2cs you have entered.		
<input type="button" value="Cancel"/>	Abandon this W-2c and review a list of W-2cs you have entered.		

**Step 14:** Enter the corrections to the W-2 data in the appropriate boxes. Do not fill in the fields that were reported correctly the first time you filed Form W-2.

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



*You can enter a maximum of five (5) Forms W-2c per session/login. When entering your 5<sup>th</sup> W-2c, the system will no longer display the **New W-2c** button. You will need to initiate a new session in order to enter more Forms W-2c. There is no limit on the number of sessions.*

**Step 16:** After you select **New W-2c** 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 **New W-2c** to create a new W-2c record or select **Done** to proceed to the W-2c Online Data Review for Tax Year 2007 page.



[W-2c Online Help](#)

## W-2c 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**

<input type="button" value="New W-2c"/>	Create another W-2c.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3c"/>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2c Online without submitting your annual wage report to SSA. Your employer information and Forms W-2c will be saved until 12/18/2007. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	<b>Exit W-2c Online without saving any data entered.</b> This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2c Online reports.

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

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



*The **New W-2c** option will not be available if five W-2cs are already saved for the current report or if the maximum of 50 saved, unsubmitted W-2cs has been reached. The **Go to W-3c** option will not be available if no saved W-2cs exist for the current employer.*

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

 **Social Security Online**  
**Business Services Online**

**W-2c Online Help**

**W-2c Online**  
**Form W-3c For Tax Year 2007**

a Tax Year/Form corrected <b>2007/W-2</b>		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code <b>NO-NAME COMPANY 1 NO-NAME STREET OAKLAND, CA 94612-5103</b>		c Kind of Payer <b>941 - Regular</b>	
d Number of Forms W-2c <b>1</b>	e Employer's Federal EIN <b>00-9999999</b>	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.		h Employer's incorrect Federal EIN <b>Not Applicable</b>	i Incorrect Establishment Number <b>Not Applicable</b>
j Incorrect State ID number <b>Not Applicable</b>			
<b>Total of amounts previously reported as shown on enclosed Forms W-2c</b>	<b>Total of corrected amounts as shown on enclosed Forms W-2c</b>	<b>Total of amounts previously reported as shown on enclosed Forms W-2c</b>	<b>Total of corrected amounts as shown on enclosed Forms W-2c</b>
1 Wages, tips, other compensation <b>\$103,000.50</b>	1 Wages, tips, other compensation <b>\$105,000.50</b>	2 Federal Income Tax withheld <b>\$0.00</b>	2 Federal Income Tax withheld <b>\$0.00</b>
3 Social security wages <b>\$0.00</b>	3 Social security wages <b>\$0.00</b>	4 Social security tax withheld <b>\$0.00</b>	4 Social security tax withheld <b>\$0.00</b>
5 Medicare wages and tips <b>\$0.00</b>	5 Medicare wages and tips <b>\$0.00</b>	6 Medicare tax withheld <b>\$0.00</b>	6 Medicare tax withheld <b>\$0.00</b>
7 Social security tips <b>\$0.00</b>	7 Social security tips <b>\$0.00</b>	8 Allocated tips <b>\$0.00</b>	8 Allocated tips <b>\$0.00</b>
9 Advance EIC payment <b>\$0.00</b>	9 Advance EIC payment <b>\$0.00</b>	10 Dependant care benefits <b>\$0.00</b>	10 Dependant care benefits <b>\$0.00</b>
11 Nonqualified plans: <b>\$0.00</b>	11 Nonqualified plans: <b>\$0.00</b>	12a-d (Coded items) <b>\$0.00</b>	12a-d (Coded items) <b>\$0.00</b>
14 Inc. tax: W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>	14 Inc. tax: W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>		
16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>
18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>
Contact person <b>DEBBIE KEMP</b>	Telephone number <b>0015551234</b>		
E-mail Address	Fax Number		

Options	
<b>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 Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</b>	
<b>Submit Corrected Wage Report</b>	<b>Submit your corrected Tax Year 2007 wage report to the Social Security Administration.</b>  Your Form W-3c must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.  <i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c. No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.</i>
<b>Print Corrected Wage Report</b>	<b>Print your corrected Tax Year 2007 wage report.</b>  <i>Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.</i>
<b>Return to W-2c Data Review Page</b>	<b>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</b>

**Step 20:** Select one of the following options:


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

**Print Corrected 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-2c Data Review page** button to edit your data.

**Step 21:** Select the **Submit Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2007 page. The system displays the W-2c Online Receipt Acknowledgement for Tax Year 2007 page.



**Social Security Online**  
**Business Services Online**

**W-2c Online Help**

**W-2c Online**  
**Receipt Acknowledgment for Tax Year 2007**

Date: 20-Aug-07 Time: 04:24 PM Eastern Time

**Your corrected annual wage report has been submitted to the Social Security Administration.**  
**Please do not send us paper forms.**

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

**Your Wage File Identifier (WFID) is KVR421.**  
The WFID is a number assigned 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 hyperlink below (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c 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-2c and Form W-3c. 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 hyperlink (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2c and W-3c for 4 years. This file will continue to be available through **09/19/2007** by selecting *Download Submitted W-2cs* from the BSO Main Menu. After this date, it will be discarded.

[KVR421.pdf](#)

**NOTE**

*It is recommended that you select **OK** to print now in the pop-up box that appears when the W-2c Online Receipt Acknowledgement page is accessed.*

**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.)



You can download your submitted corrected wage file for up to 30 days after the submission date by using the [Lesson 2: Download Submitted W-2cs](#) feature.

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



The screenshot shows the 'W-2c Online Thank You' page. At the top, there is the Social Security Administration logo and the text 'Social Security Online Business Services Online'. Below this is a 'W-2c Online Help' button. The main heading is 'W-2c Online Thank You' with the subtext 'Thank you for using W-2c Online'. A grey box contains the instruction: '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-3c and Form W-2c information on your computer.' Below this is the filename 'KVR421.pdf'. Further down, it states: 'This file will continue to be available through 09/19/2007 by selecting Download Submitted W-2cs from the BSO Main Menu.' At the bottom, there is a link to download Adobe Acrobat Reader and a 'BSO Main Menu' button.

**Step 25:** Select the **Print Corrected Wage Report** button on the W-2c Online Form W-3c page to print the corrected wage report. The system displays the W-2c Online Report Print page.



[W-2c Online Help](#)

## W-2c Online Report Print

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

You can view, print or save your Form W-3c and Form(s) W-2c using Adobe Acrobat Reader (version 5.0 is recommended).

If the above software is already installed on your computer, select the *Print Preview* hyperlink below to open it with Adobe 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-3c and Form W-2c 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><b>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 Corrected Wage Report button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</b></p>	
<input type="button" value="Submit Corrected Wage Report"/>	<p><b>Submit this corrected Tax Year 2007 wage report to the Social Security Administration.</b></p> <p>Your Form W-3c 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-3c and Forms W-2c.</i></p>
<input type="button" value="Return to W-3c"/>	<p><b>View your Form W-3c totals.</b></p> <p>From here you can submit your corrected wage report, print your corrected wage report, or return to the W-2c Online Data Review page.</p>

<p><b>Return to W-2c Data Review Page</b></p>	<p><b>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</b></p>
<p><b>Save &amp; Quit</b></p>	<p><b>Exit W-2c Online without submitting your annual wage report to SSA.</b> Your employer information and Forms W-2c will be saved until 12/18/2007. <i>Note: This is not an extension of the filing deadline.</i></p>
<p><b>Quit and Delete</b></p>	<p><b>Exit W-2c Online without saving any data entered.</b> This will DELETE your entire report, including your employer information and Forms W-2c from this session. This includes any previously unsubmitted W-2c 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-2c.

**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 Print Preview page.

**Step 29:** The options on the W-2c Online Report Print page will allow you to submit your corrected wage file to SSA, return to the W-2c Online Form W-3c page, return to the W-2c Online Data Review page, save your data, or quit without saving your data.

**Step 30:** Select the **Return to W-2c Data Review Page** button on the W-2c Online Form W-3c page to edit your Forms W-2c data created during the current session. The system returns you to the W-2c Online Data Review page.

## Lesson 2: Download Submitted Forms W-2c

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



*Adobe files are available for 30 days or until December 11, 2008.*

**Step 1:** Point your browser to the Business Services Online Welcome page:  
[www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Step 2:** Select the **Login** 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](#)

### 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

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.**

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.

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

**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?](#)

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 **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 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 of the main content area, 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](http://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-2cs** link.

**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).

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 subtitle 'Social Security's Business Services Online (BSO)'. Below this is the heading 'Wage Reporting Attestation'. 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-2c Online Download for Tax Year 2007 page.

The screenshot shows the Social Security Online Business Services Online interface. At the top left is the Social Security Administration logo. The main heading is "Social Security Online Business Services Online". Below this is a "W-2c Online Help" button. The central heading is "W-2c 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-2c / W-3c 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-2c and Form W-3c. 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
<a href="#">KVR421</a>	08/20/2007	09/19/2007
<a href="#">KVR362</a>	08/20/2007	09/19/2007

At the bottom of the table is a "BSO Main Menu" button.

**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.

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

### Lesson 3: Resume Unsubmitted Forms W-2c

Follow the instructions below to continue working with W-2c 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-2c will be removed on December 11, 2008.



*You may have up to 50 saved reports with five W-2cs in each report.*

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

**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**.

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.

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

**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?](#)

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 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 'www.socialsecurity.gov' and links for '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 OnlineBusiness Services Online

www.socialsecurity.govBSO 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).

BSO Main Menu

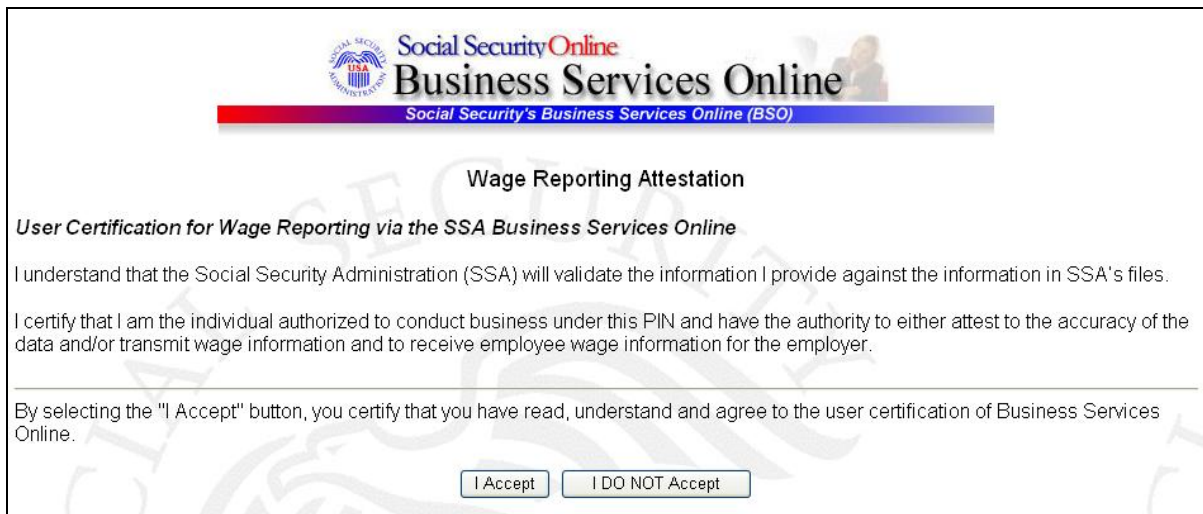
Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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

[Resume Unsubmitted W-2c](#)

Continue processing your unsubmitted W-2cs.

The system displays the Wage Reporting Attestation page.



The screenshot shows the "Wage Reporting Attestation" page. At the top, there is a header for "Social Security Online Business Services Online" with the Social Security Administration logo and a blue bar containing the text "Social Security's Business Services Online (BSO)". Below the header, the title "Wage Reporting Attestation" is centered. Underneath, the text reads "User Certification for Wage Reporting via the SSA Business Services Online". The main body of the page contains two paragraphs of text: "I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files." and "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." Below this text is a horizontal line, followed by the 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 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-2c Online Unsubmitted Reports for Tax Year 2007 page.




**Social Security Online**  
**Business Services Online**

[W-2c Online Help](#)

**W-2c Online**  
**Unsubmitted Reports for Tax Year 2007**

You have 3 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-2c Online reports are deleted if you do not resume working with them before the purge date.**

Unsubmitted Reports							
#	Employer Name	EIN	Number of W2cs	Save Date ▲	Purge Date	Options	
1.	NO-NAME COMPANY	009999999	0	08/18/2007	12/16/2007	<a href="#">View / Edit #1</a>	<a href="#">Delete #1</a>
2.	NO-NAME COMPANY	009999999	1	08/20/2007	12/18/2007	<a href="#">View / Edit #2</a>	<a href="#">Delete #2</a>
3.	NO-NAME COMPANY	009999999	1	08/20/2007	12/18/2007	<a href="#">View / Edit #3</a>	<a href="#">Delete #3</a>

**Options**

<a href="#">Start a New Report</a>	Start a new W-2c Online Wage Report.
<a href="#">BSO Main Menu</a>	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-2c 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-2c Online Help**

## W-2c 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**

<b>New W-2c</b>	Create another W-2c.
<b>Edit Employer Info</b>	Change the employer information you entered.
<b>Go to W-3c</b>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Data Review page.
<b>Save and Quit</b>	Exit W-2c Online without submitting your annual wage report to SSA. Your employer information and Forms W-2c will be saved until 12/18/2007. <i>Note: This is not an extension of the filing deadline.</i>
<b>Quit and Delete</b>	<b>Exit W-2c Online without saving any data entered.</b> This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2c Online reports.



*The **New W-2c** button will not be displayed if you have the maximum number of unsubmitted W-2cs (five) per report. The **Go to W-3c** button will not be displayed if there is no un-submitted W-2c.*

**Step 11:** Select the **Go to W-3c** button. The system displays your Form W-3c. Use the options on this page to submit your wage report, print your wage report, or return to your unsubmitted Forms W-2c.



Social Security Online  
Business Services Online

W-2c Online Help

W-2c Online  
Form W-3c For Tax Year 2007

a Tax Year/Form corrected 2007/W-2		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code  <b>NO-NAME COMPANY 1 NO-NAME STREET OAKLAND, CA 94612-5103</b>		c Kind of Payer  <b>941 - Regular</b>	
d Number of Forms W-2c <b>1</b>	e Employer's Federal EIN <b>00-9999999</b>	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect Federal EIN <b>Not Applicable</b>	i Incorrect Establishment Number <b>Not Applicable</b>	j Incorrect State ID number <b>Not Applicable</b>
<b>Total of amounts previously reported as shown on enclosed Forms W-2c</b>	<b>Total of corrected amounts as shown on enclosed Forms W-2c</b>	<b>Total of amounts previously reported as shown on enclosed Forms W-2c</b>	<b>Total of corrected amounts as shown on enclosed Forms W-2c</b>
1 Wages, tips, other compensation <b>\$103,000.50</b>	1 Wages, tips, other compensation <b>\$105,000.50</b>	2 Federal Income Tax withheld <b>\$0.00</b>	2 Federal Income Tax withheld <b>\$0.00</b>
3 Social security wages <b>\$0.00</b>	3 Social security wages <b>\$0.00</b>	4 Social security tax withheld <b>\$0.00</b>	4 Social security tax withheld <b>\$0.00</b>
5 Medicare wages and tips <b>\$0.00</b>	5 Medicare wages and tips <b>\$0.00</b>	6 Medicare tax withheld <b>\$0.00</b>	6 Medicare tax withheld <b>\$0.00</b>
7 Social security tips <b>\$0.00</b>	7 Social security tips <b>\$0.00</b>	8 Allocated tips <b>\$0.00</b>	8 Allocated tips <b>\$0.00</b>
9 Advance EIC payment <b>\$0.00</b>	9 Advance EIC payment <b>\$0.00</b>	10 Dependant care benefits <b>\$0.00</b>	10 Dependant care benefits <b>\$0.00</b>
11 Nonqualified plans: <b>\$0.00</b>	11 Nonqualified plans: <b>\$0.00</b>	12a-d (Coded items) <b>\$0.00</b>	12a-d (Coded items) <b>\$0.00</b>
14 Inc. tax W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>	14 Inc. tax W/H by 3rd party sick pay payer \$ <input type="text"/> . <input type="text"/>		
16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/>
18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/>
Contact person <b>DEBBIE KEMP</b>	Telephone number <b>0015551234</b>		
E-mail Address	Fax Number		

Options	
<b>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 Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</b>	
<b>Submit Corrected Wage Report</b>	<b>Submit your corrected Tax Year 2007 wage report to the Social Security Administration.</b>  Your Form W-3c must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.  <i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c. No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.</i>
<b>Print Corrected Wage Report</b>	<b>Print your corrected Tax Year 2007 wage report.</b>  <i>Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.</i>
<b>Return to W-2c Data Review Page</b>	<b>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</b>