



# Social Security

## W-2 Online: An Electronic Filing Option For Small Businesses

[www.socialsecurity.gov](http://www.socialsecurity.gov)

# W-2 Online: An Electronic Filing Option For Small Businesses

## Own a Business? Drowning in Paper? Stop Filing Paper W-2s!

An electronic filing option is available for small businesses that allows the preparation and submission of up to 20 W-2s per report over a secure Internet service. When you register to file electronically, here's what you get:

- Freedom from buying paper forms;
- Electronic receipts you can use as proof that you filed on time;
- W-2s for employees and for your records; and
- Until March 31st to file.

## To register for a User ID and password

1. Go to [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer);

The screenshot shows the top portion of the Social Security Administration's website. At the top, a red banner reads "Employer W-2 Filing Instructions & Information" with three stars. Below this, the "Social Security Online" logo and the URL "www.socialsecurity.gov" are visible. A navigation bar includes "Home", "Questions?", "Contact Us", and a search box. The main content area features the title "Employer W-2 Filing Instructions & Information" and a link for "Información para el empleador en Español". A "Business Services Online" section lists "BEFORE YOU FILE" with links for "First Time Filers", "Returning Filers", and "CPAs, Accountants & Enrolled Agents". A "For Information on SSA No Match Letter Click here" link is also present. On the right, an "In the News" section includes a link for "New Specifications for Electronically Filing Forms W-2/W-2c".

2. Select “Business Services Online” (BSO);
3. Select the “Register” button;

**Business Services Online**

Welcome to Business Services Online

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

**REGISTRATION** - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

**LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS** - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration what is this?

4. Complete the registration form, self-select your password and select the “Register” button;

**NOTE:** Make a note of your password, User ID and the expiration date.

5. Enter your User ID and password to log in;

**Business Services Online**

Account Maintenance

LOGOUT | HELP

Request Access To BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

6. Select “Account Maintenance” and select “Request Access to BSO Services” (wizard for selecting roles you want to access in BSO applications).

The screenshot shows the 'Request Access to BSO Services' page. 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 red border. On the left, there is a sidebar with 'Online Services Availability' (listing hours for Monday-Friday, Saturday, and Sunday) and a red box with the text 'DONT USE YOUR BROWSER'S BACK BUTTON'. The main content area features the Social Security Administration logo, the title 'Request Access to BSO Services', and links for 'LOGOUT' and 'HELP'. Below the title is a breadcrumb trail: 'BSO Main Menu > Account Maintenance Menu > Request Access'. The 'Select Service Suite' section contains the instruction: 'You must request access to do specific functions within a service suite. Let us help you choose which functions to add.' There are two unselected checkboxes: 'Employer Services Suite' and 'Attorney Services Suite'. Under 'Employer Services Suite', there is a sub-section for 'Electronic Wage Reporting Service' which allows use of one or more of the following services: 'Reporting Wages to Social Security', 'View File/Wage Reports Status, Errors, and Error Notices without Name / SSN Errors', and 'View File/Wage Reports Status, Errors, and Error Notices with Name / SSN Errors'. Below this is an 'AND/OR' section for 'Social Security Number Verification Service (SSNVS)' which allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees. Under 'Attorney Services Suite', there is a sub-section for 'Form SSA-1694 Business Taxpayer Information' which allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions: 'Complete Form SSA-1694 Business Taxpayer Information' and 'Update Form SSA-1694 Business Taxpayer Information'. At the bottom of the form are 'Cancel' and 'Next >>' buttons.

Get more information about filing W-2s online in the BSO Electronic W-2 Filing Handbook. Go to [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) and click on “Electronically File Your W-2s” or call us toll-free at 1-800-772-6270 (TTY 1-800-325-0778).

## Need technical help?

For technical support, such as connection and transmission questions, call us at **1-888-772-2970** or use our TTY number.

## Contacting Social Security

For more information and to find copies of our publications, visit our website at **[www.socialsecurity.gov](http://www.socialsecurity.gov)** or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We treat all calls confidentially. We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide automated phone service 24 hours a day.

We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.



**Social Security Administration**

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