If you are a CPA, accountant, enrolled agent (EA), or process W-2s on another company's Employer Identification Number, you can file on behalf of your clients. You only need one Personal Identification Number (PIN) (even if you represent more than one company).

Social Security's employer website, *www.socialsecurity.gov/employer*, is your first stop for information on W-2s, electronic filing, the verification of Social Security numbers, free software, technical specifications and much more. We even have a separate option just for CPAs, accountants and EAs.

Business Services Online (BSO)

Welcome page

Companies can use BSO to register for a PIN and password, and submit wage reports over the Internet.

Registration

A PIN and password are needed to file W-2s electronically. From the login link, you also can update registration information, change a password or deactivate a PIN.

A PIN is a personal ID, not a company ID. Each person who files W-2 reports electronically must have a PIN.

Wage reporting services

Social Security's BSO suite is free for registered users only. Employers may use the service to:

- Upload a wage report file formatted according to Social Security's electronic filing specifications. This option is ideal for any size filer;

- Use W-2 Online to complete up to 20 W-2s at one time right from your computer. You can electronically submit them to Social Security, and print copies suitable for distribution to your employees or clients; and

- View the current status of your previously submitted wage report; and much more.

Note: Social Security no longer accepts magnetic tapes, cartridges, or 3 ½″ diskettes.

Social Security Number Verification Service (SSNVS)

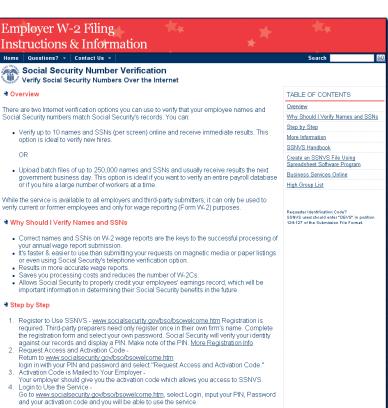### How employers can verify Social Security numbers online

SSNVS allows employers and third parties to match their record of employee names and Social Security numbers with Social Security's records before preparing and submitting Forms W-2.
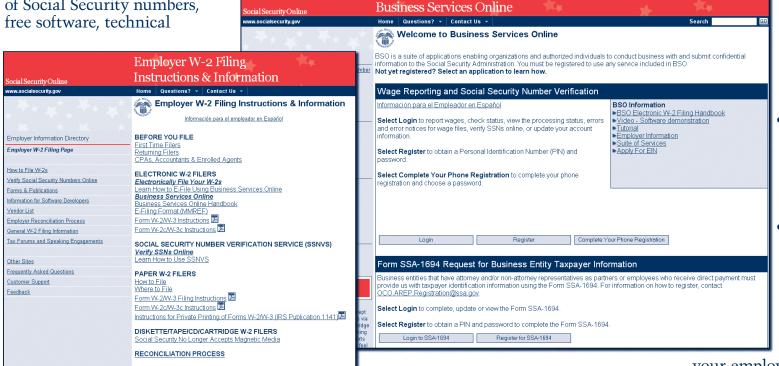
When you can use SSNVS

Employers can verify the names and Social Security numbers of employees only after they are hired. It cannot be used as part of the pre-hiring process.

How to register to use SSNVS

1. Employers must register for a PIN and password at BSO at *www.socialsecurity.gov/bso/bsowelcome.htm*.
2. Social Security will send an activation code in the mail.
3. Input the activation code, the PIN and password at the BSO website to activate SSNVS.

Note: *For more detailed instructions view the SSNVS Handbook at* ***www.socialsecurity.gov/employer/ssnv.htm***.

How to choose SSNVS

1. Go to the BSO website and log in.
2. Choose SSNVS.
3. You have two options:
   —Direct keying of up to 10 names/ Social Security numbers onto Social Security's website with immediate results; and
   —Upload a file with up to 250,000 names/Social Security numbers with next business day results.
4. You will receive a response of all names/Social Security numbers that do not match Social Security records.

Note: *Beginning in August 2007, Social Security will provide the last four digits of a Social Security number that matches its records.*

Restrictions on using SSNVS

- Do not use SSNVS before hiring an employee.
- Do not use SSNVS to take punitive action against an employee whose name and Social Security number do not match Social Security's records.
- Do not use SSNVS for non–wage reporting purposes, such as identity, credit checks, mortgage applications, etc.

Can third parties use SSNVS?

Third party use of SSNVS is limited strictly to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. You only need one PIN (even if you represent more than one company).

Learn how to…

Visit ***www.socialsecurity.gov/employer/fileBSO.htm*** to review tutorials, videos and handbooks to help you learn how to file electronically with Social Security.

Customer support

CPAs, accountants, EAs and employers should first go to the employer website ***www.socialsecurity.gov/employer***. You can find information on many wage reporting topics.

Contact the Employer Reporting Service Center, toll-free, for employer help with reporting questions or problems: **1-800-722-6270** from 7 a.m. to 7 p.m., Monday-Friday (EST); or E-mail: *employerinfo@ssa.gov.*

Social Security's liaison officers are experts in all aspects of W-2 reporting. You can contact the Employer Services Liaison Officer serving your state at ***www.socialsecurity.gov/employer*** and select Contact the Experts.

Contacting Social Security

For more information and to find copies of our publications, visit our website at ***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 can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day.

We treat all calls confidentially. 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

Wage Reporting for CPAs, Accountants and Enrolled Agents

www.socialsecurity.gov