BSO Tutorial for Tax Year 2007

View Employer Report Status, Errors, and Notice Information

Contains the following lessons:

- View Employer Report Status Information
- View Employer Report Detailed Information
- View Error Information for Previously Submitted Wage Data
- View Social Security Number/Name Validation Notices

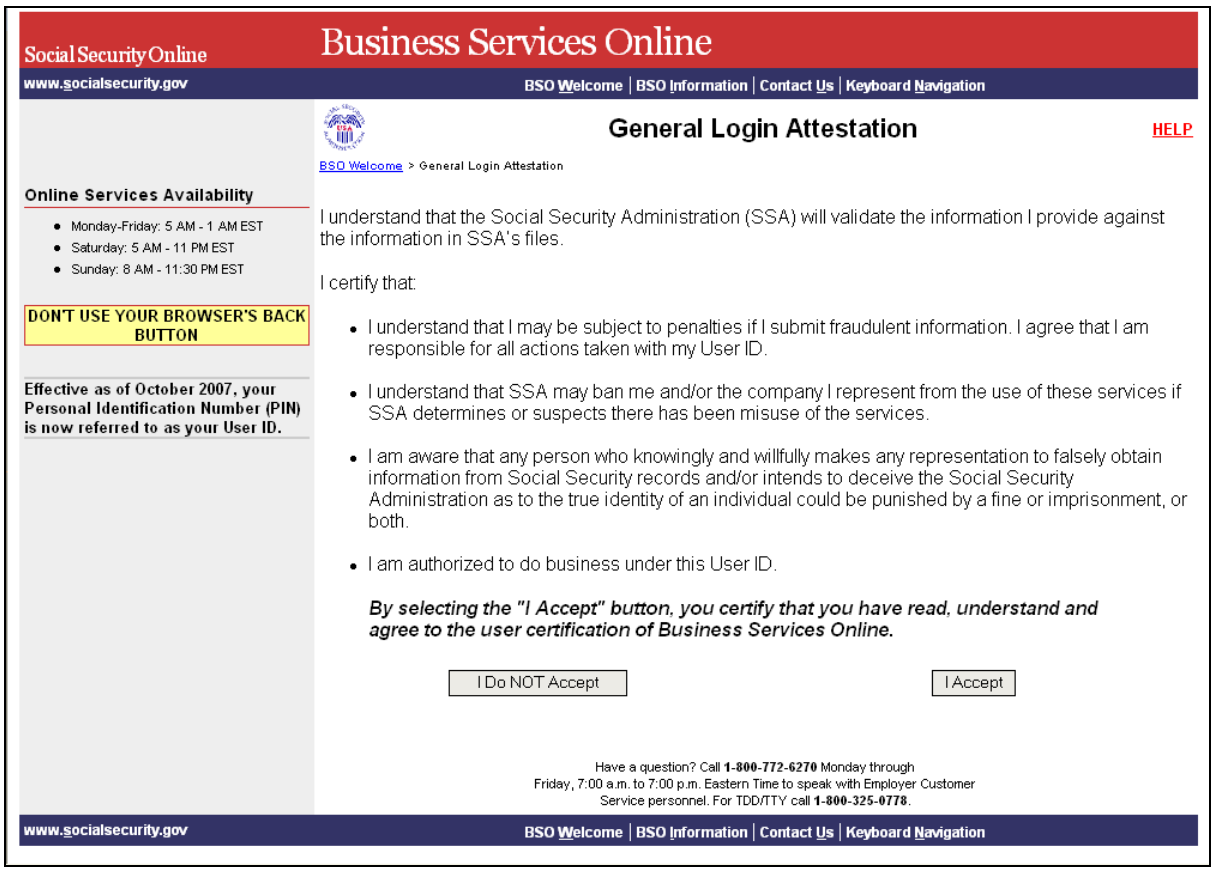
Lesson 1: View Employer Report Status Information

This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices role in their registration profile. Follow the instructions below to view the status of employer reports for your company.

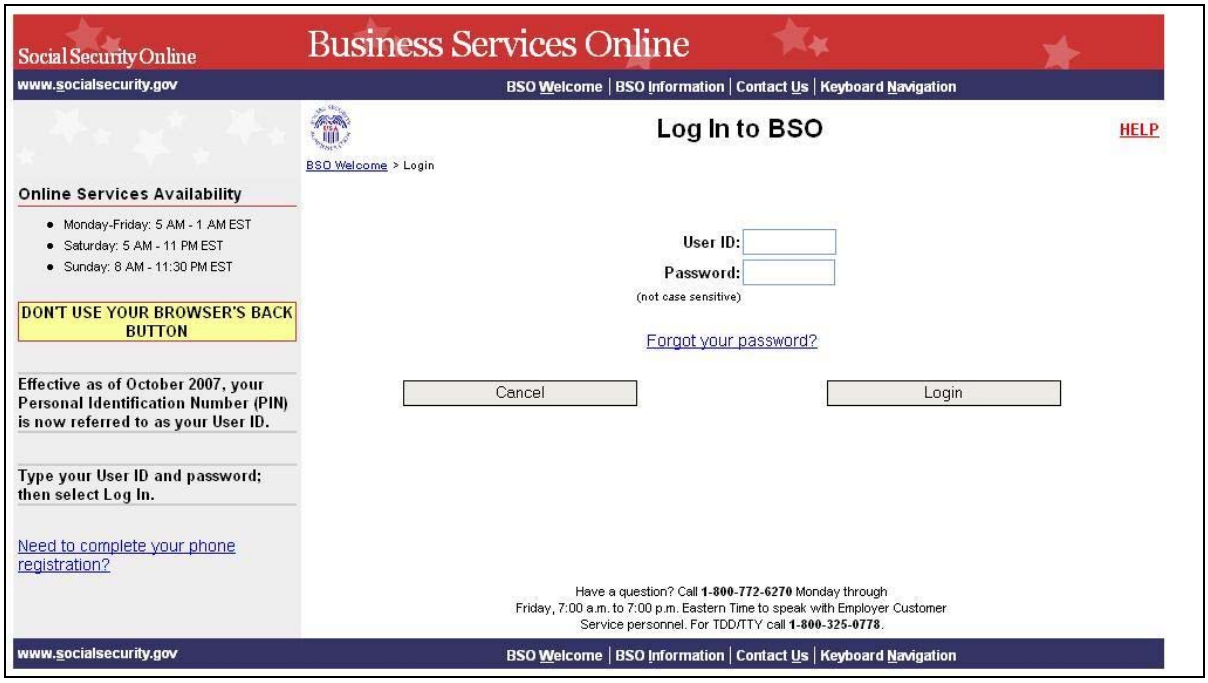
Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

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

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



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



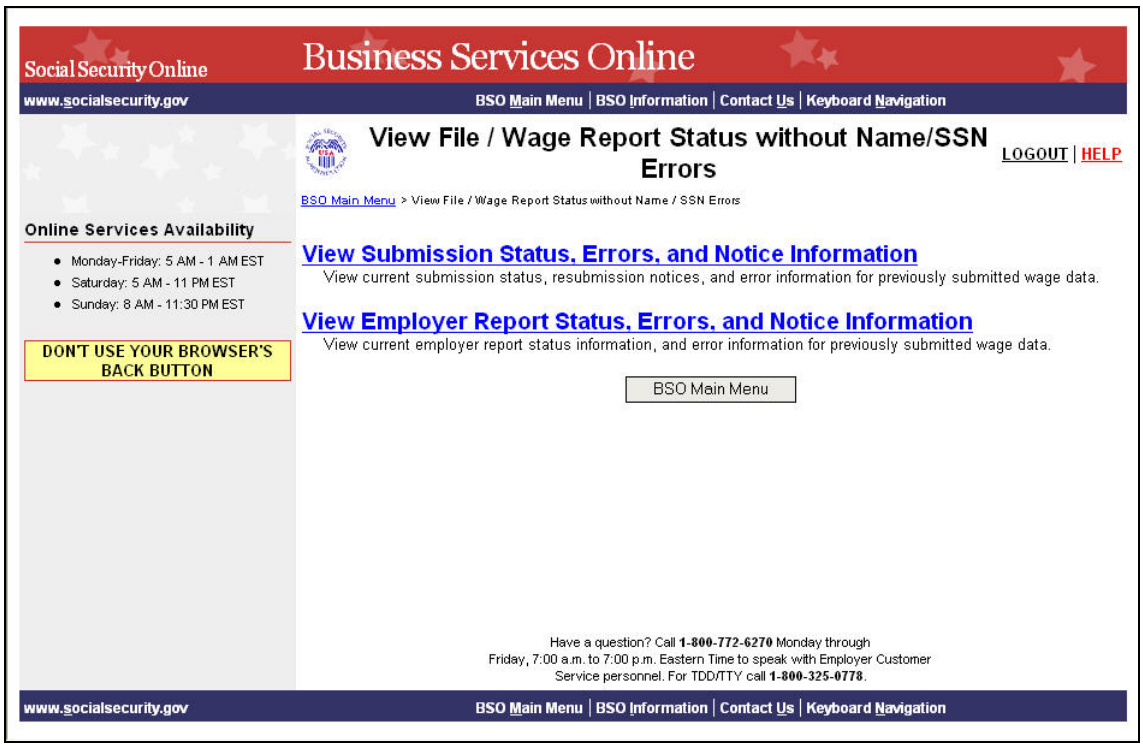
Step 4: Enter your User ID and password.

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

Step 6: Select the **View File / Wage Report Status [with or without] Name / SSN Errors** link.

*The **View File / Wage Report Status** link will be displayed only if you selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name / SSN Errors role in the Request Access to BSO Services process.*

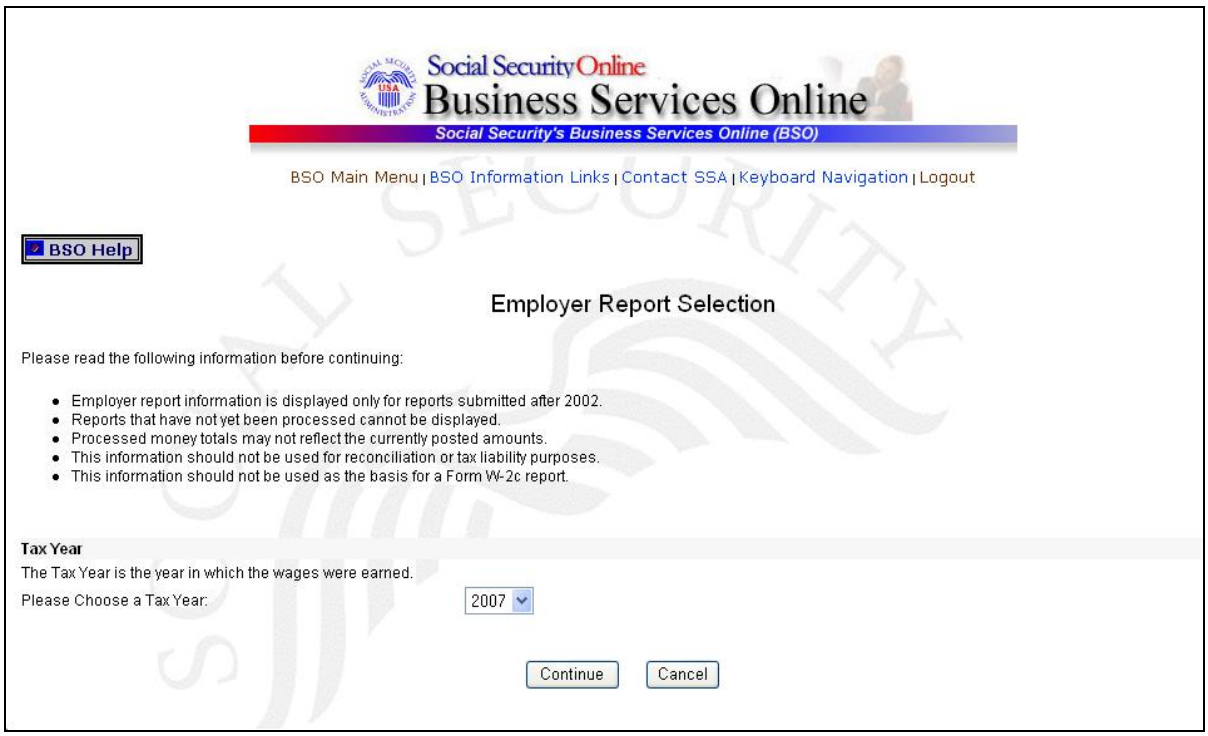
The system displays the View File / Wage Report Status menu page.



Step 7: Select the **View Employer Report Status, Errors, and Notice Information** link.

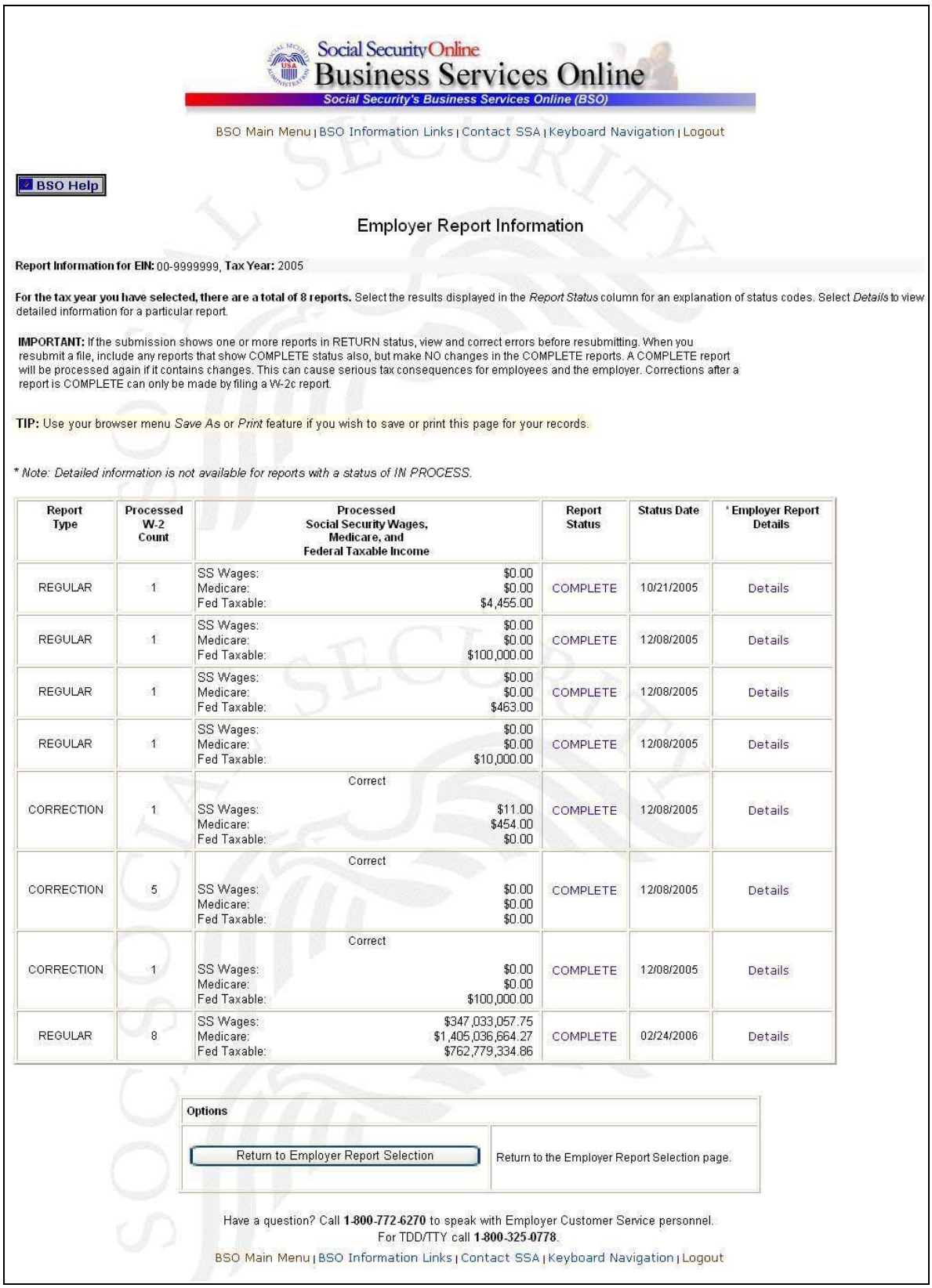
The system displays the Query Attestation page.

Step 8: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.



Step 9: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.

Step 10: Select the **Continue** button. The system displays the Employer Report Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.)



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Employer Report Information

Report Information for EIN: 00-9999999, **Tax Year:** 2005

For the tax year you have selected, there are a total of 8 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

** Note: Detailed information is not available for reports with a status of IN PROCESS.*

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $4,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $100,000.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $10,000.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: $11.00 Medicare: $454.00 Fed Taxable: $0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	Correct SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $0.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $100,000.00	COMPLETE	12/08/2005	Details
REGULAR	8	SS Wages: $347,033,057.75 Medicare: $1,405,036,664.27 Fed Taxable: $762,779,334.86	COMPLETE	02/24/2006	Details

Options	
Return to Employer Report Selection	Return to the Employer Report Selection page.

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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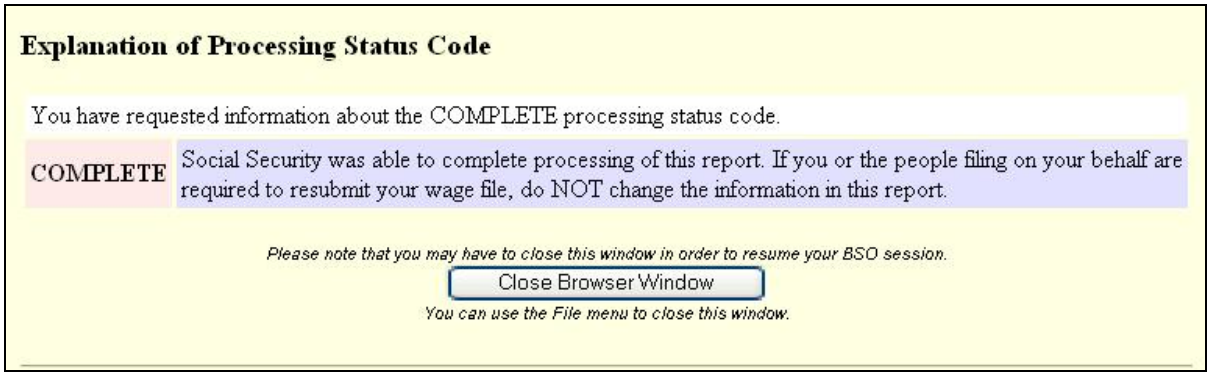
Step 11: Select the link in the **Report Status** column to display the processing status for the specific submission. The system displays the Explanation of Processing Status Codes pop-up window.



Step 12: Review the status of your employer submission, which is located at the top of the pop-up window.

Step 13: Select the **Close Browser Window** button to close the pop-up window. The system returns you to the Employer Report Information page.

Step 14: Select the **Return to Employer Report Selection** button. The system displays the Employer Report Selection page.

Lesson 2: View Employer Report Detailed Information Page

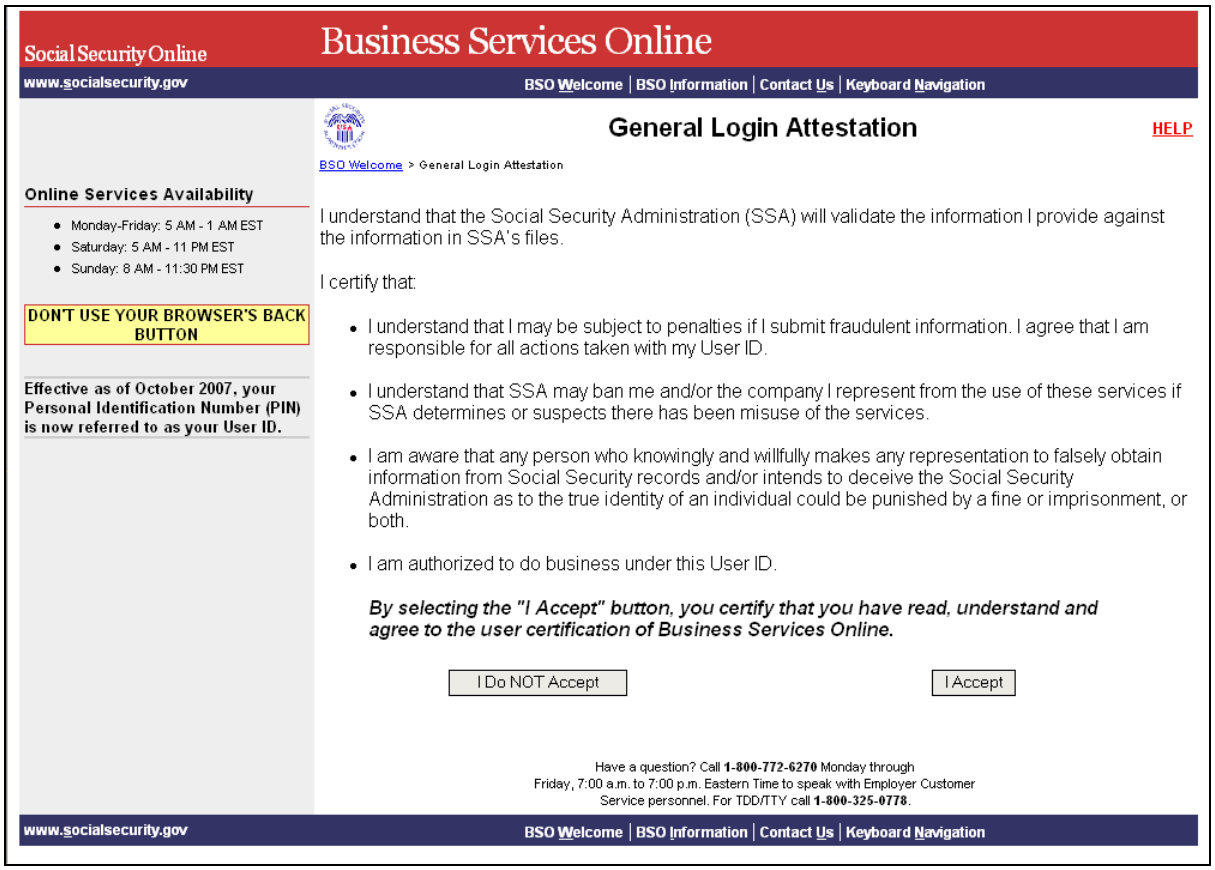
This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name / SSN Errors role. Follow the instructions below to view employer report information for previously submitted wage data.

NOTE

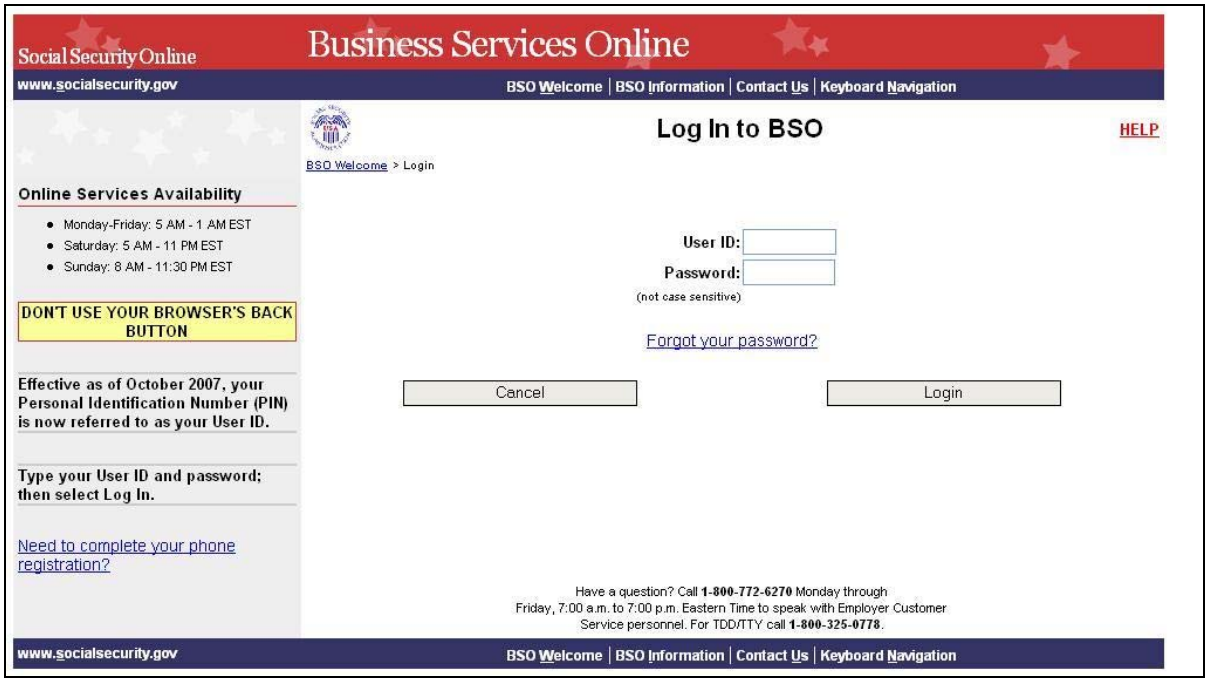
Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

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

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



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



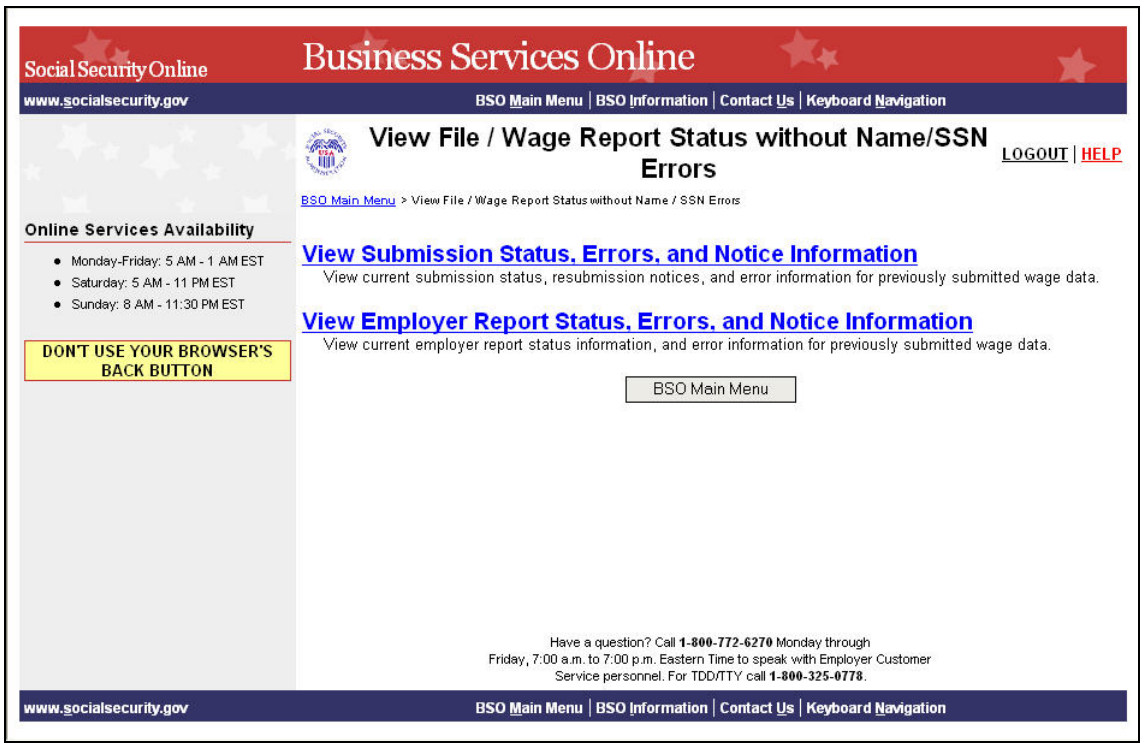
Step 4: Enter your User ID and password.

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

Step 6: Select the **View File / Wage Report Status [with or without] Name / SSN Errors** link.

*The **View File / Wage Report Status** link will be displayed only if you selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name / SSN Errors role in the Request Access to BSO Services process.*

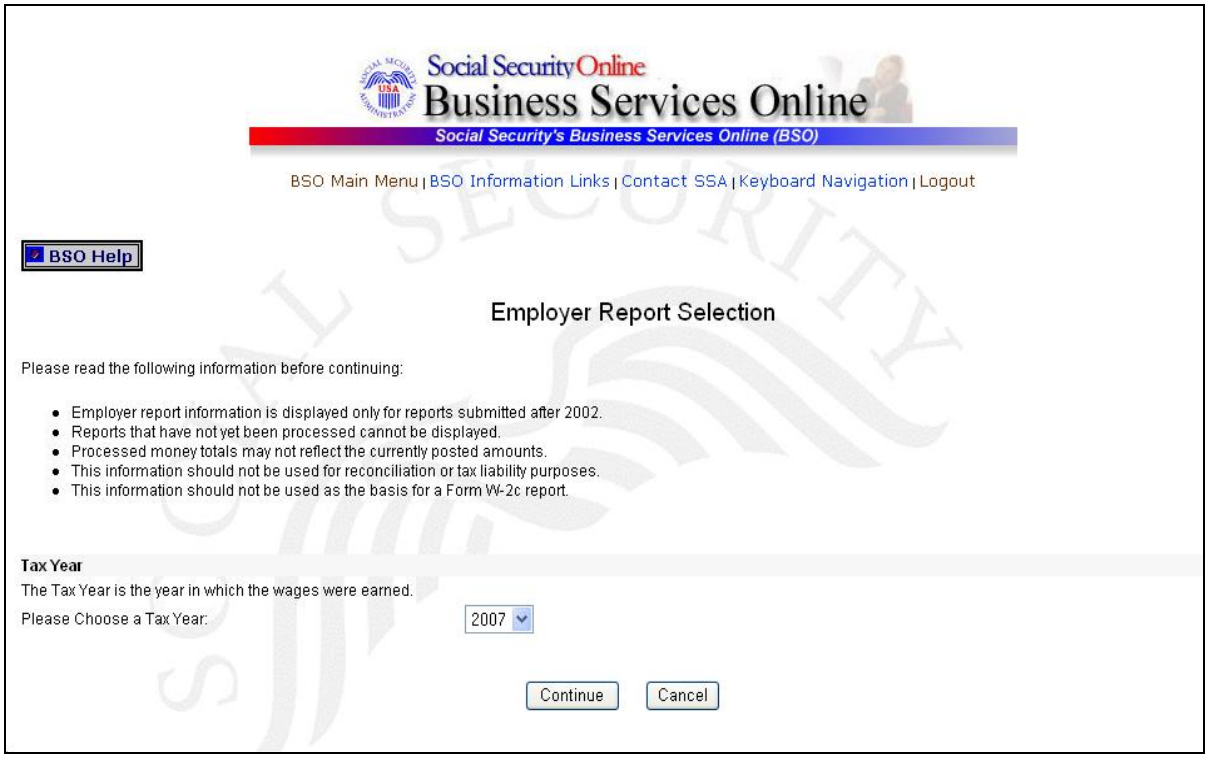
The system displays the View File / Wage Report Status menu page.



Step 7: Select the **View Employer Report Status, Errors, and Notice Information** link.

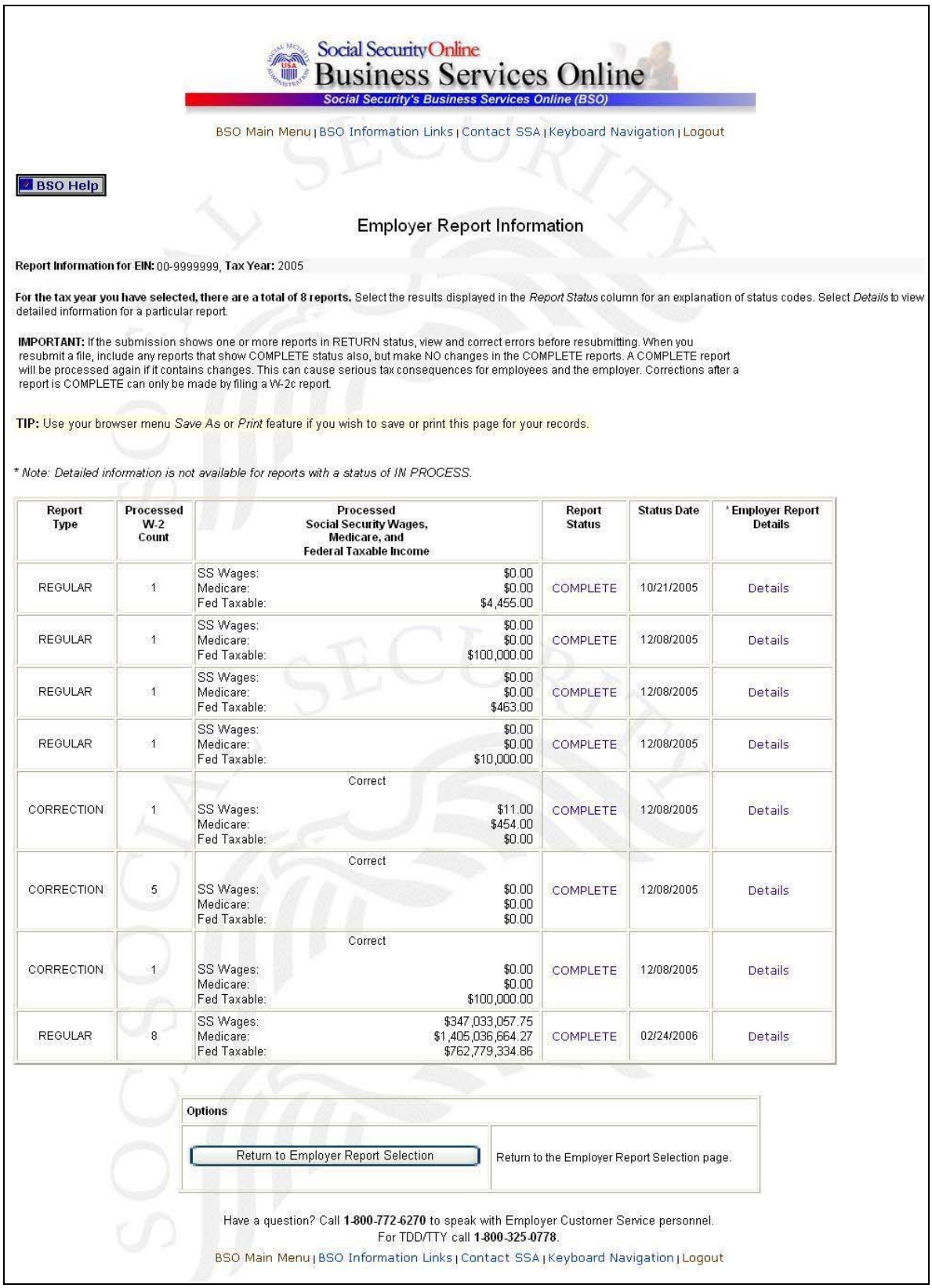
The system displays the Query Attestation page.

Step 8: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.



Step 9: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.

Step 10: Select the **Continue** button. The system displays the Employer Report Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.)



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Employer Report Information

Report Information for EIN: 00-9999999, **Tax Year:** 2005

For the tax year you have selected, there are a total of 8 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

** Note: Detailed information is not available for reports with a status of IN PROCESS.*

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $4,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $100,000.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $10,000.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: $11.00 Medicare: $454.00 Fed Taxable: $0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	Correct SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $0.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: $0.00 Medicare: $0.00 Fed Taxable: $100,000.00	COMPLETE	12/08/2005	Details
REGULAR	8	SS Wages: $347,033,057.75 Medicare: $1,405,036,664.27 Fed Taxable: $762,779,334.86	COMPLETE	02/24/2006	Details

Options	
Return to Employer Report Selection	Return to the Employer Report Selection page.

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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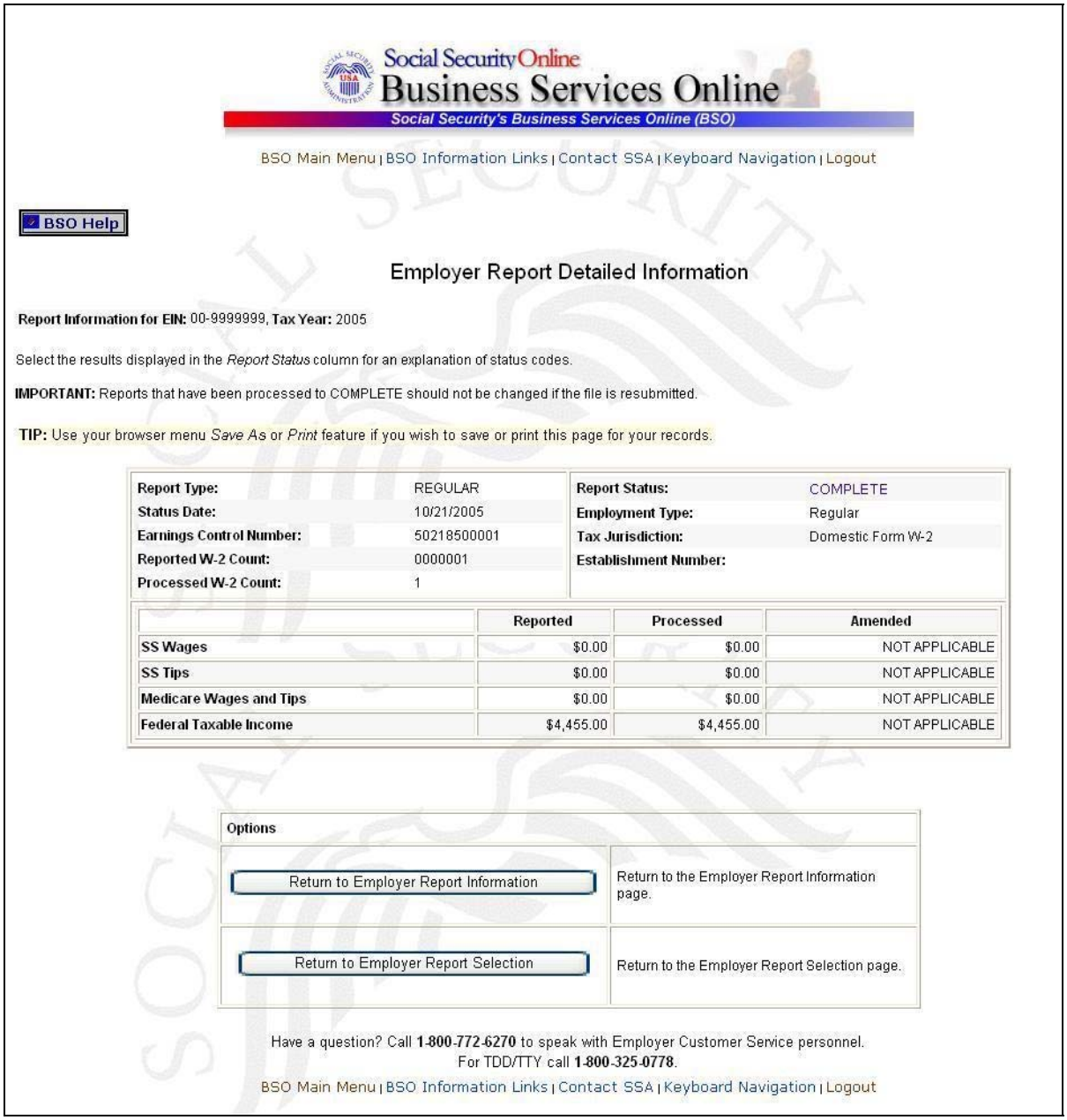
Step 11: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.



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Employer Report Detailed Information

Report Information for EIN: 00-9999999, **Tax Year:** 2005

Select the results displayed in the *Report Status* column for an explanation of status codes.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Type:	REGULAR	**Report Status:**	COMPLETE
Status Date:	10/21/2005	**Employment Type:**	Regular
Earnings Control Number:	50218500001	**Tax Jurisdiction:**	Domestic Form W-2
Reported W-2 Count:	0000001	**Establishment Number:**	
Processed W-2 Count:	1		

	Reported	Processed	Amended
SS Wages	$0.00	$0.00	NOT APPLICABLE
SS Tips	$0.00	$0.00	NOT APPLICABLE
Medicare Wages and Tips	$0.00	$0.00	NOT APPLICABLE
Federal Taxable Income	$4,455.00	$4,455.00	NOT APPLICABLE

Options	
Return to Employer Report Information	Return to the Employer Report Information page.
Return to Employer Report Selection	Return to the Employer Report Selection page.

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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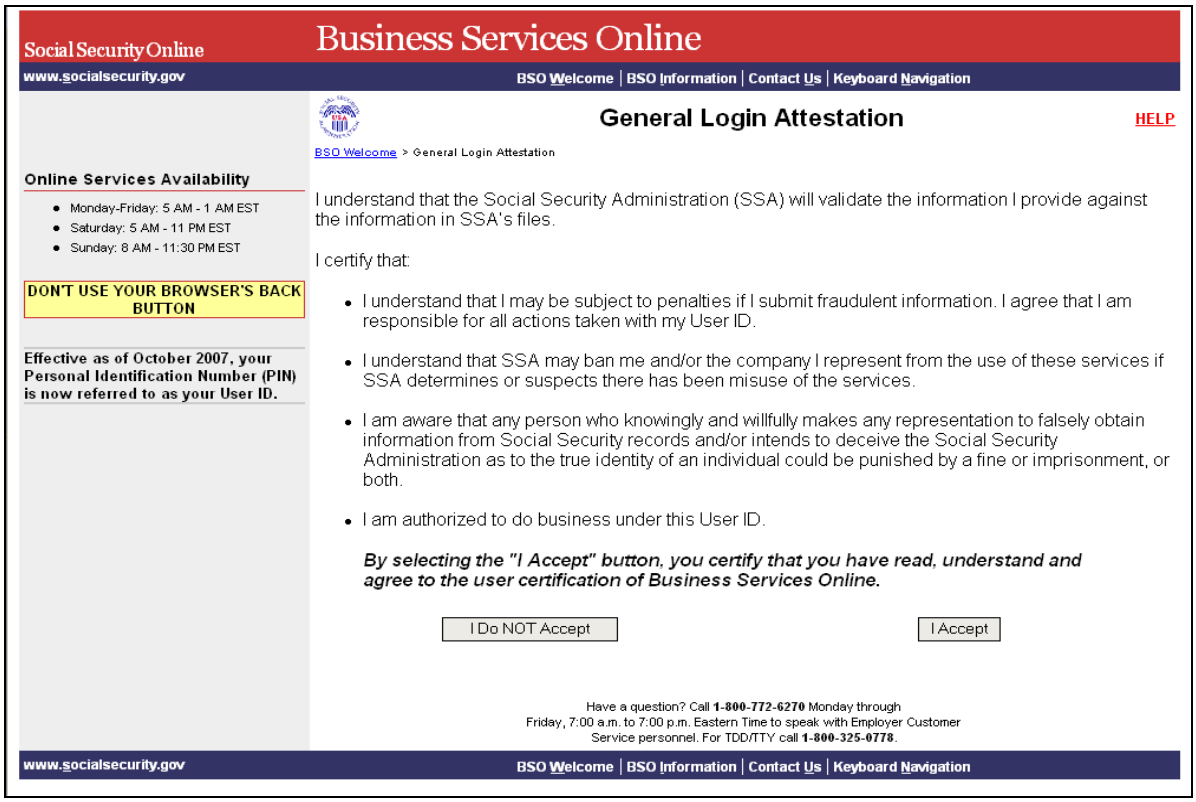
Lesson 3: View Error Information for Previously Submitted Wage Data

This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name / SSN Errors role. Follow the instructions below to view error information for previously submitted wage data.

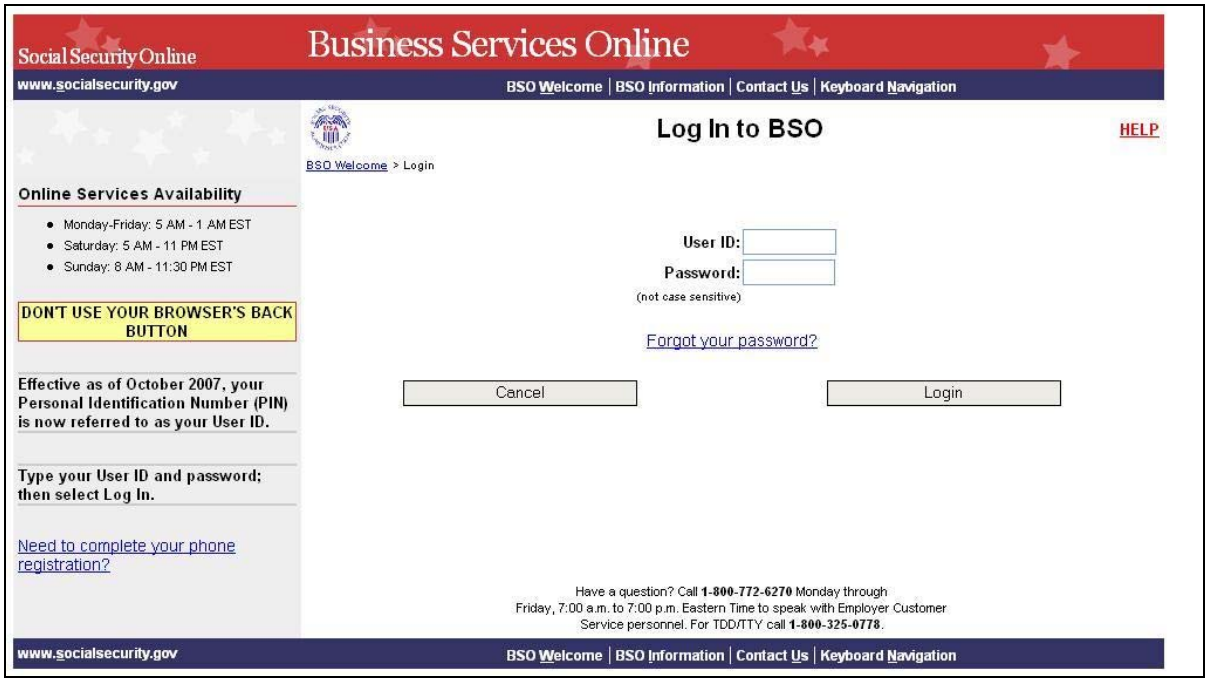
Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

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

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



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



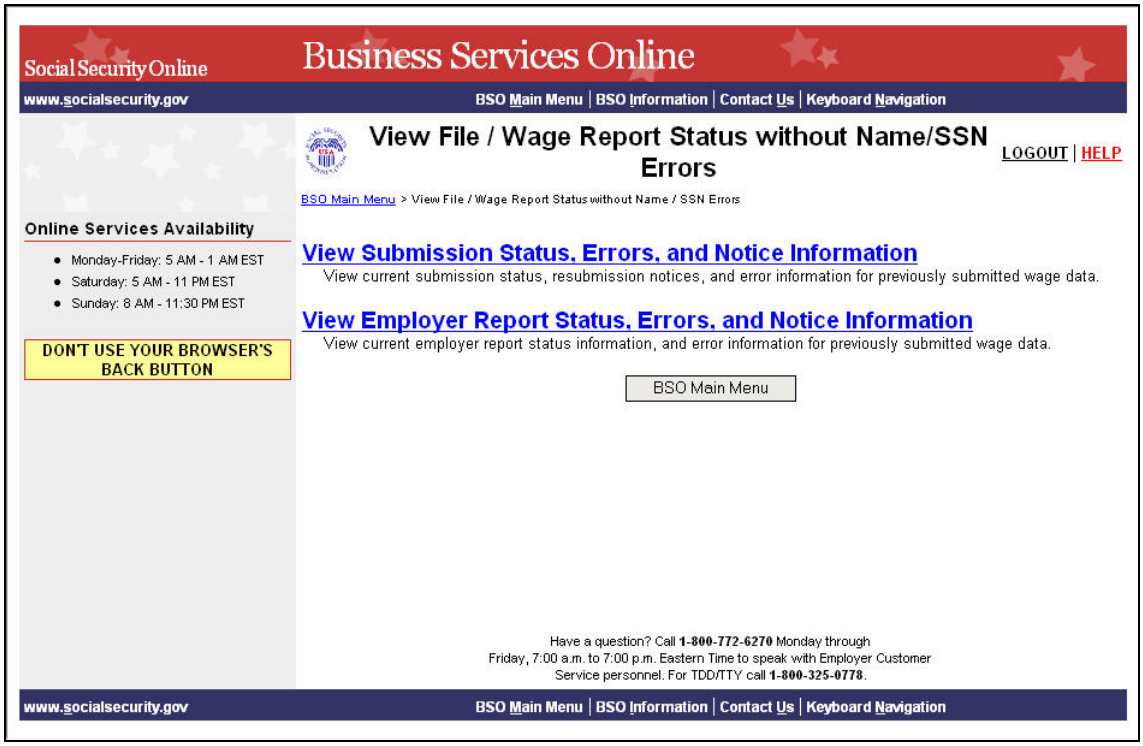
Step 4: Enter your User ID and password.

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

Step 6: Select the **View File / Wage Report Status [with or without] Name / SSN Errors** link.

*The **View File / Wage Report Status** link will be displayed only if you selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name / SSN Errors role in the Request Access to BSO Services process.*

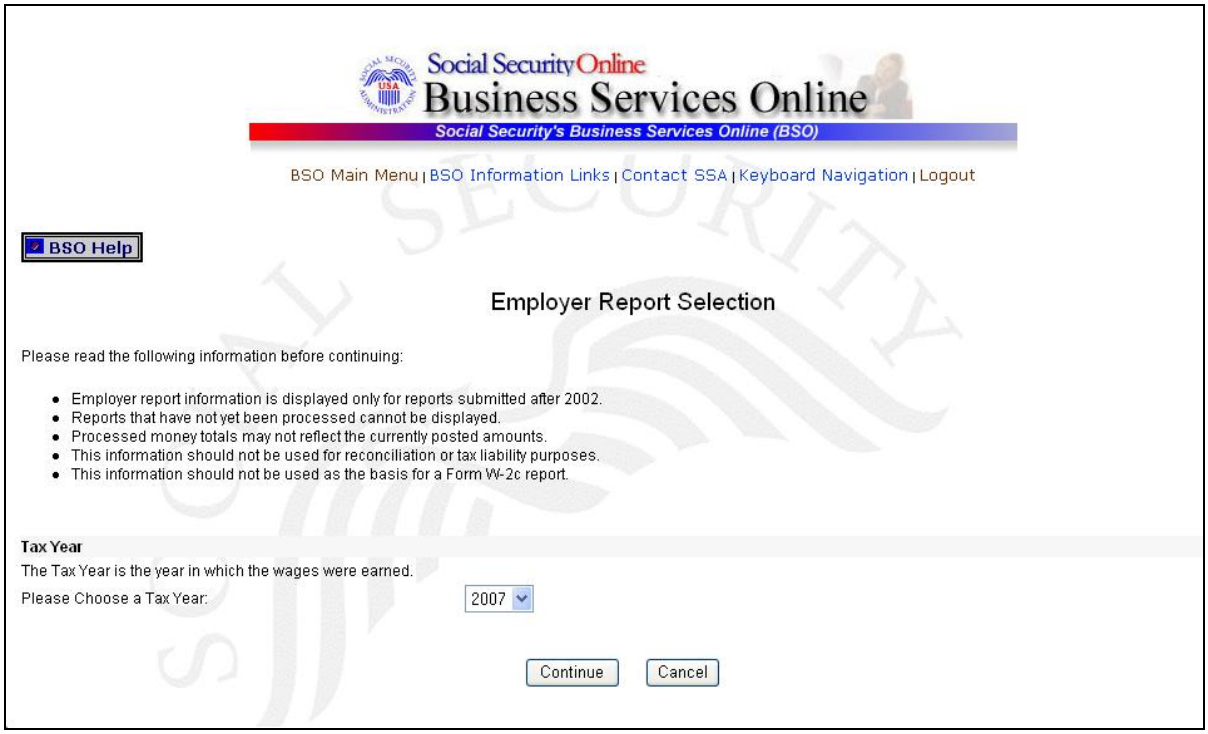
The system displays the View File / Wage Report Status menu page.



Step 7: Select the **View Employer Report Status, Errors, and Notice Information** link.

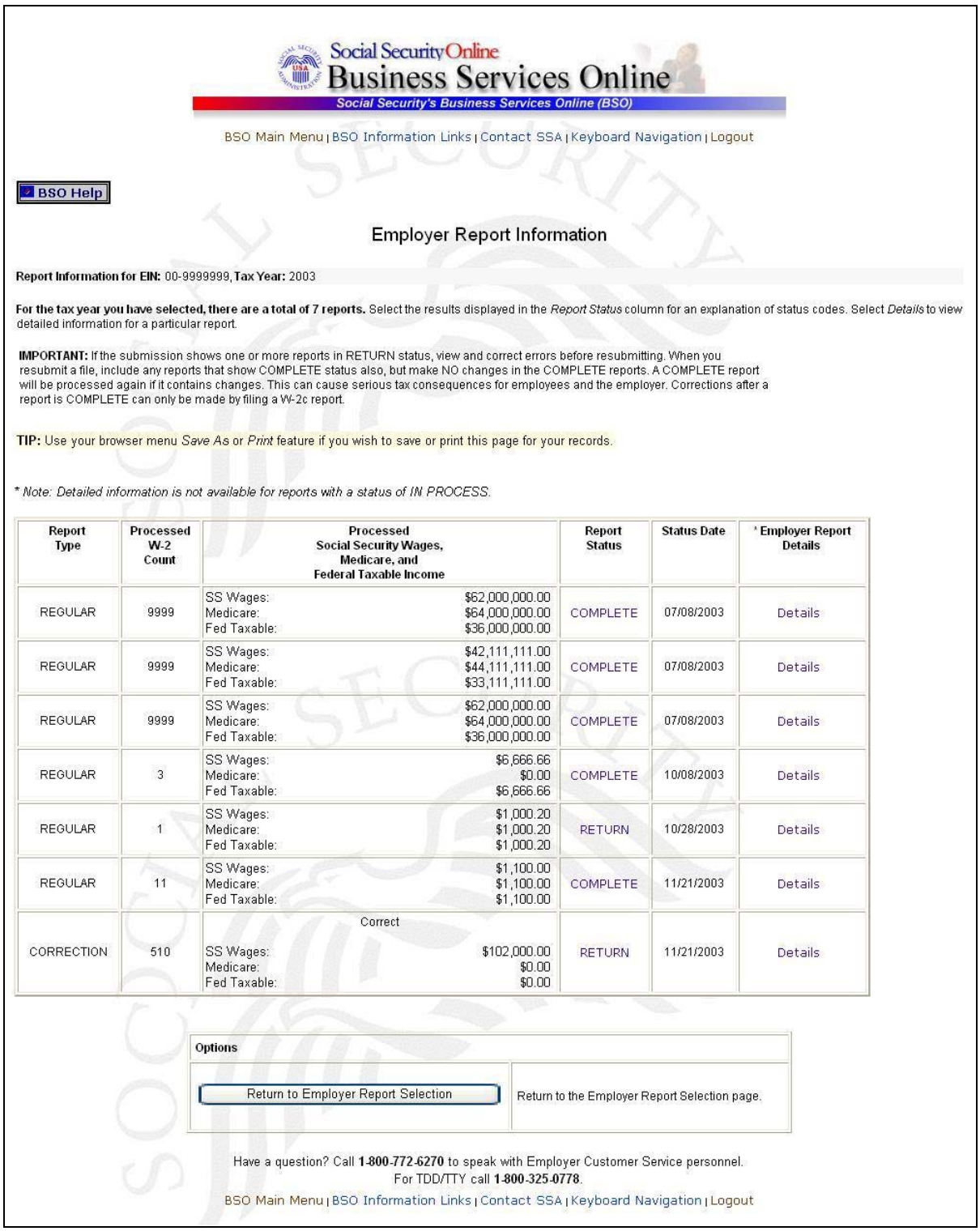
The system displays the Query Attestation page.

Step 8: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.



Step 9: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.

Step 10: Select the **Continue** button. The system displays the Employer Report Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.)



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Employer Report Information

Report Information for EIN: 00-9999999, **Tax Year:** 2003

For the tax year you have selected, there are a total of 7 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

** Note: Detailed information is not available for reports with a status of IN PROCESS.*

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
REGULAR	9999	SS Wages: $62,000,000.00 Medicare: $64,000,000.00 Fed Taxable: $36,000,000.00	COMPLETE	07/08/2003	Details
REGULAR	9999	SS Wages: $42,111,111.00 Medicare: $44,111,111.00 Fed Taxable: $33,111,111.00	COMPLETE	07/08/2003	Details
REGULAR	9999	SS Wages: $62,000,000.00 Medicare: $64,000,000.00 Fed Taxable: $36,000,000.00	COMPLETE	07/08/2003	Details
REGULAR	3	SS Wages: $6,666.66 Medicare: $0.00 Fed Taxable: $6,666.66	COMPLETE	10/08/2003	Details
REGULAR	1	SS Wages: $1,000.20 Medicare: $1,000.20 Fed Taxable: $1,000.20	RETURN	10/28/2003	Details
REGULAR	11	SS Wages: $1,100.00 Medicare: $1,100.00 Fed Taxable: $1,100.00	COMPLETE	11/21/2003	Details
CORRECTION	510	Correct SS Wages: $102,000.00 Medicare: $0.00 Fed Taxable: $0.00	RETURN	11/21/2003	Details

Options

Return to Employer Report Selection — Return to the Employer Report Selection page.

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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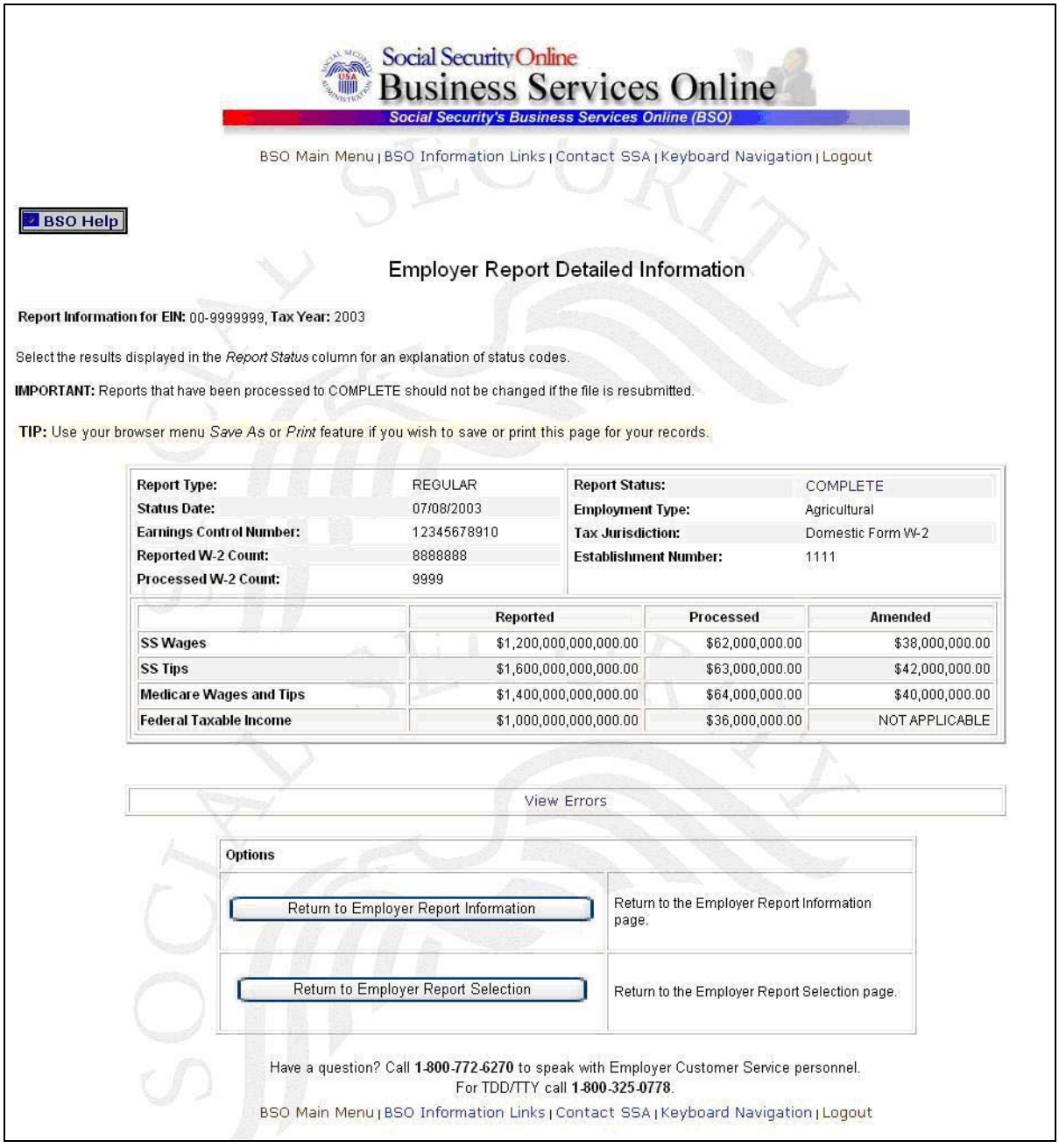
Step 11: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.



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Employer Report Detailed Information

Report Information for EIN: 00-9999999, **Tax Year:** 2003

Select the results displayed in the *Report Status* column for an explanation of status codes.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Type:	REGULAR	**Report Status:**	COMPLETE
Status Date:	07/08/2003	**Employment Type:**	Agricultural
Earnings Control Number:	12345678910	**Tax Jurisdiction:**	Domestic Form W-2
Reported W-2 Count:	8888888	**Establishment Number:**	1111
Processed W-2 Count:	9999		

	Reported	Processed	Amended
SS Wages	$1,200,000,000,000.00	$62,000,000.00	$38,000,000.00
SS Tips	$1,600,000,000,000.00	$63,000,000.00	$42,000,000.00
Medicare Wages and Tips	$1,400,000,000,000.00	$64,000,000.00	$40,000,000.00
Federal Taxable Income	$1,000,000,000,000.00	$36,000,000.00	NOT APPLICABLE

View Errors

Options	
Return to Employer Report Information	Return to the Employer Report Information page.
Return to Employer Report Selection	Return to the Employer Report Selection page.

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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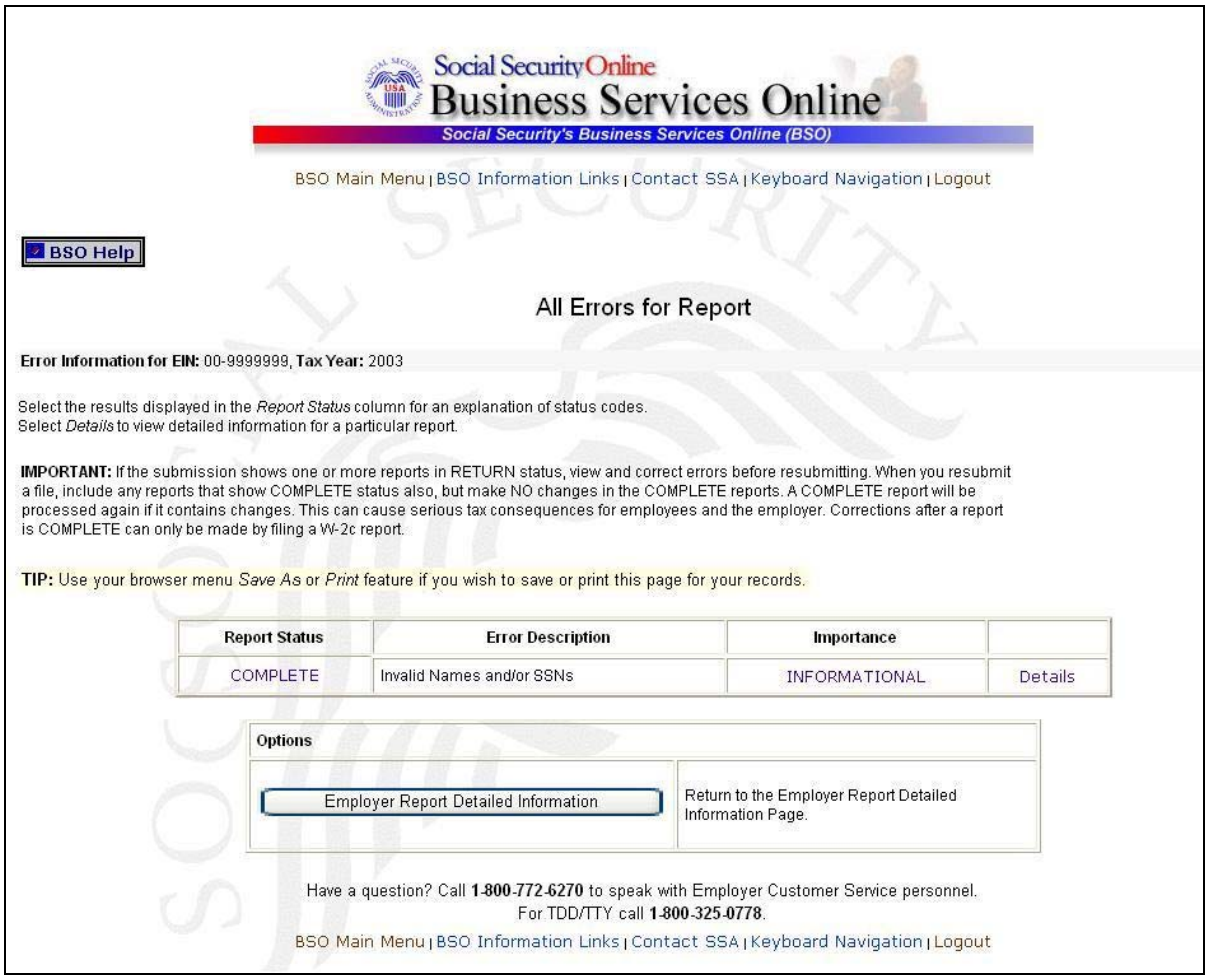
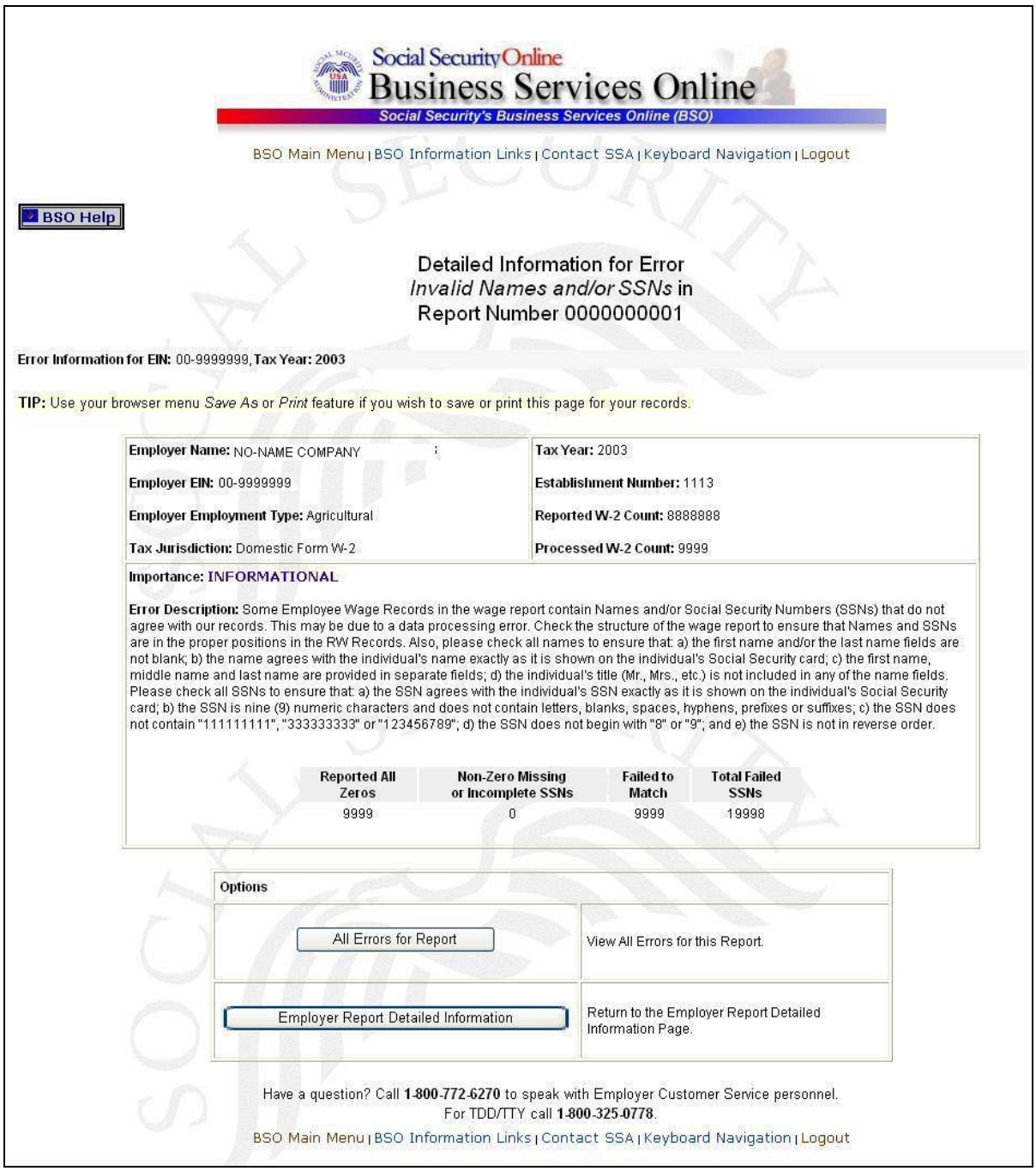
Step 12: Select the **View Errors** link to display all errors for the report. The system displays the All Errors for Report page.

NOTE

*If no **View Errors** link is present, SSA found no errors while processing the report.*



Step 13: Select the **Details** link in the right-hand column of the specific error description. The system displays the Detailed Information for Error page.



Step 14: Select the **All Errors for Report** button after reviewing the error information to return to the All Errors for Report page.

Lesson 4: View Social Security Number/Name Validation Notices

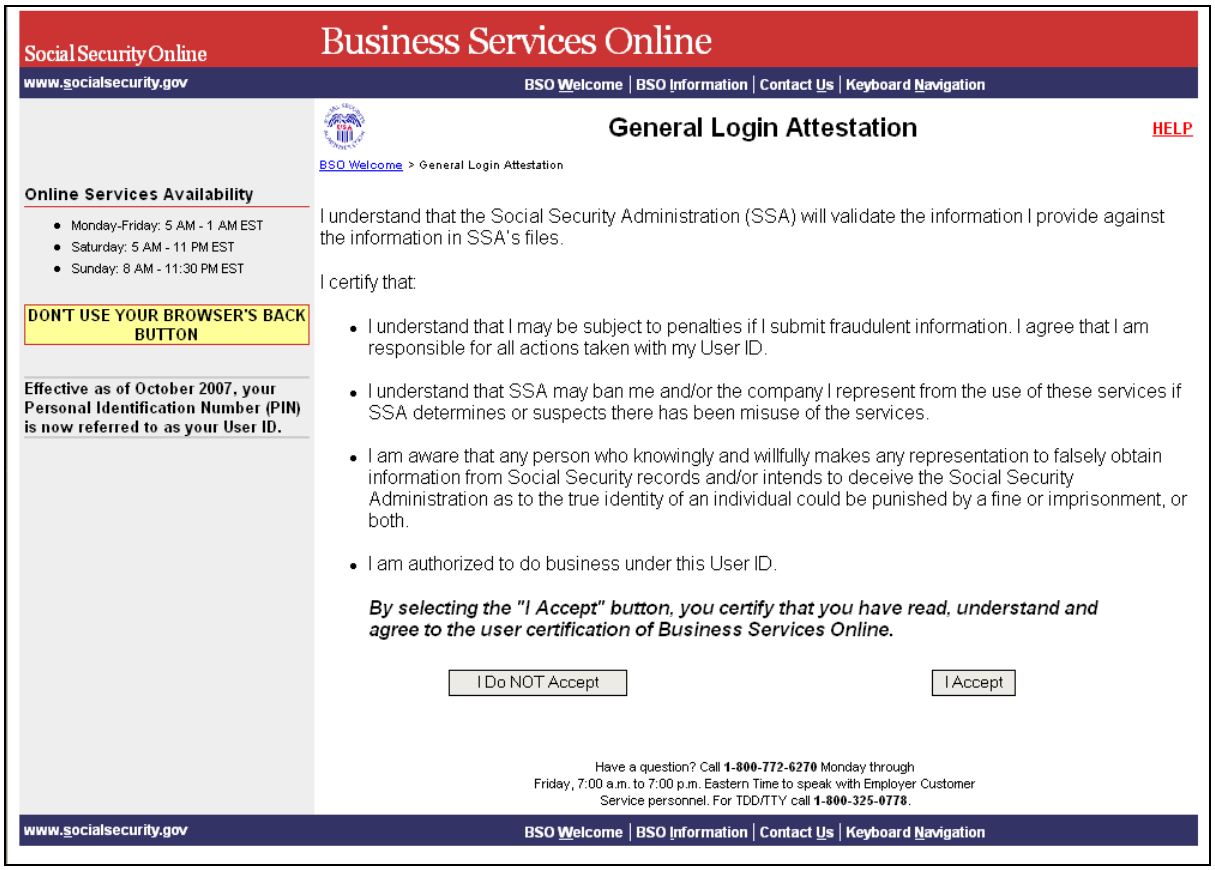
This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices **with** Name / SSN Errors role. Follow the instructions below to view Name-Social Security Number (SSN) notices.

NOTE

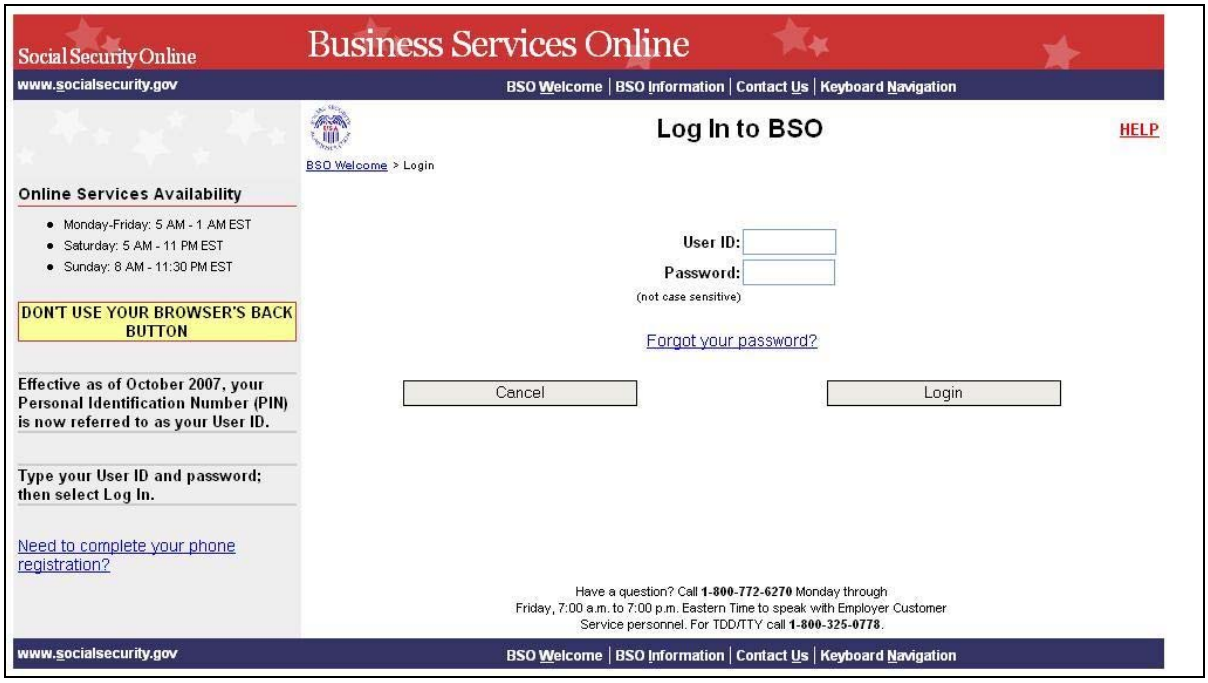
Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

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

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



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



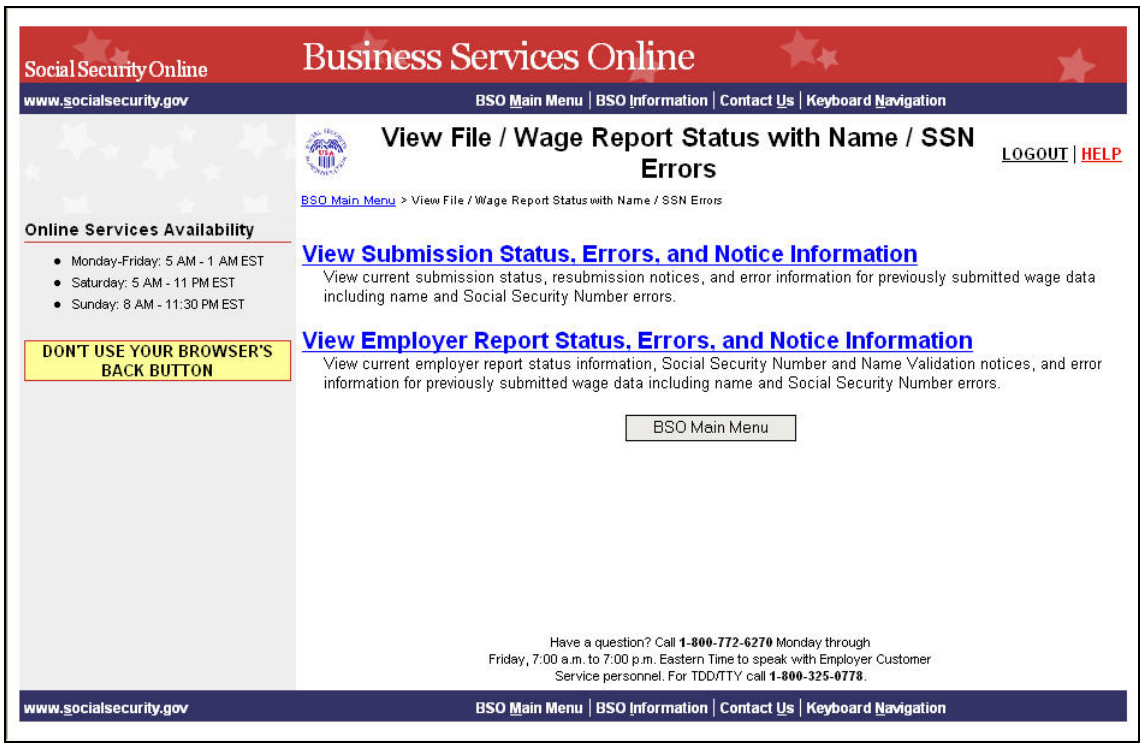
Step 4: Enter your User ID and password.

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

Step 6: Select the **View File / Wage Report Status with Name / SSN Errors** link.

*The **View File / Wage Report Status with Name / SSN Errors** link will be displayed only if you selected the View File/Wage Report Status, Errors, and Error Notices **with** Name / SSN Errors role in the Request Access to BSO Services process*

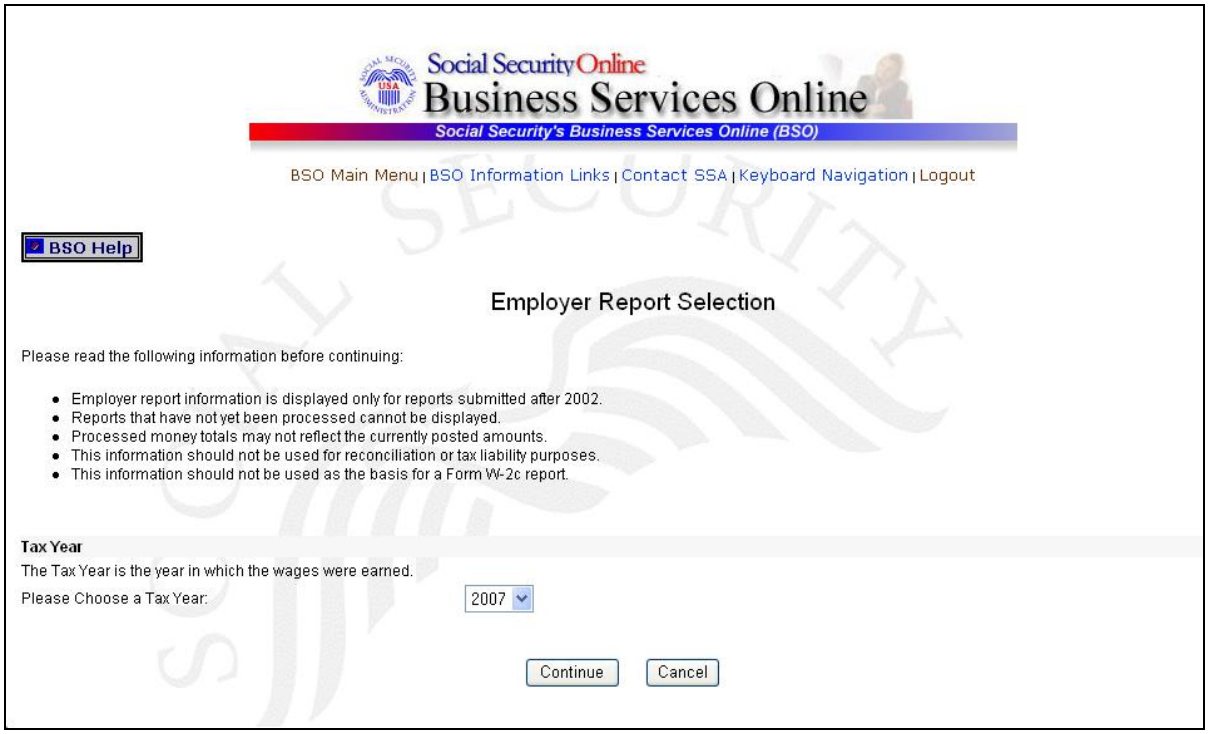
The system displays the View File / Wage Report Status menu page.



Step 7: Select the **View Employer Report Status, Errors, and Notice Information** link.

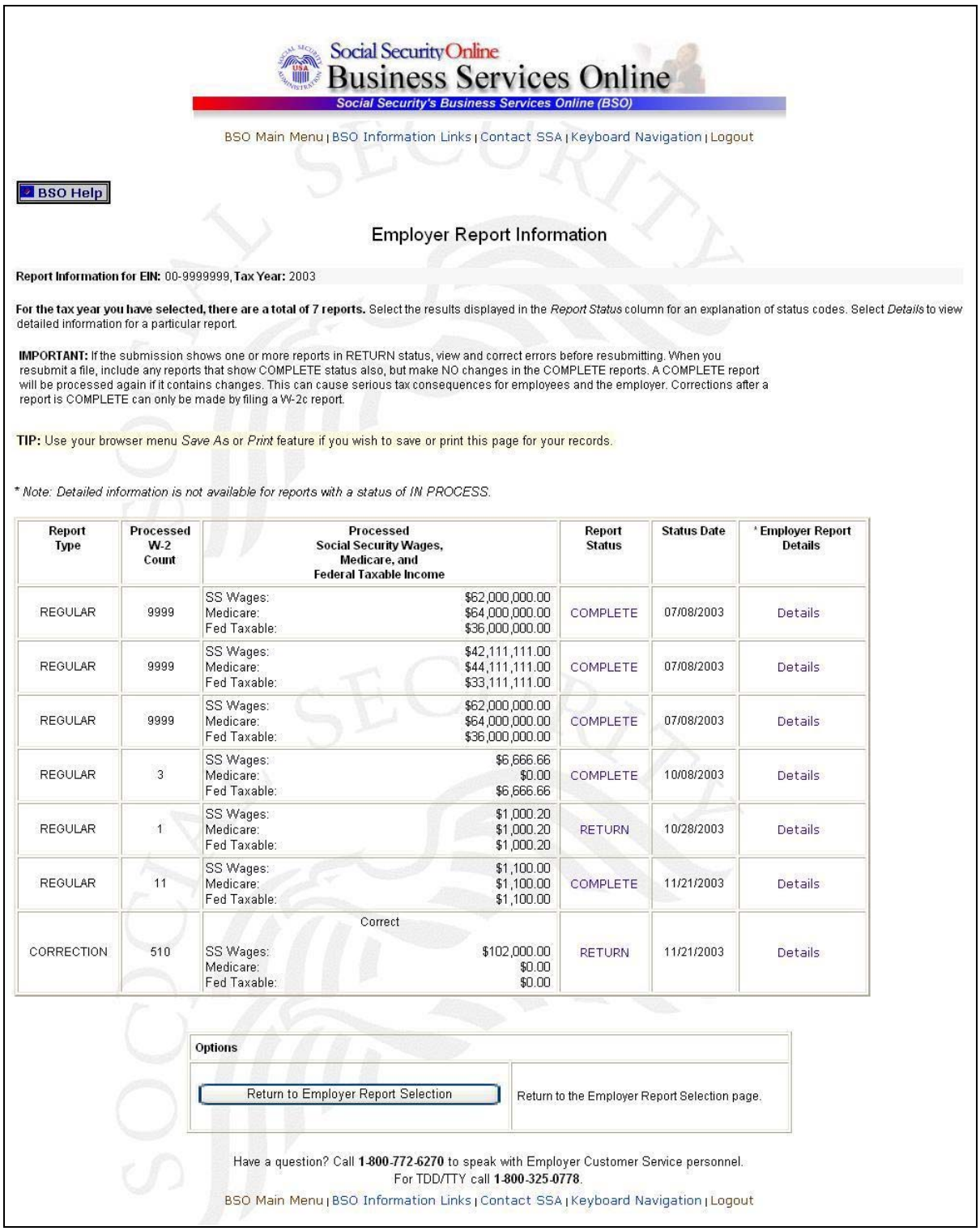
The system displays the Query Attestation page.

Step 8: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.



Step 9: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.

Step 10: Select the **Continue** button. The system displays the Employer Report Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page).



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Employer Report Information

Report Information for EIN: 00-9999999, **Tax Year:** 2003

For the tax year you have selected, there are a total of 7 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

** Note: Detailed information is not available for reports with a status of IN PROCESS.*

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
REGULAR	9999	SS Wages: $62,000,000.00 Medicare: $64,000,000.00 Fed Taxable: $36,000,000.00	COMPLETE	07/08/2003	Details
REGULAR	9999	SS Wages: $42,111,111.00 Medicare: $44,111,111.00 Fed Taxable: $33,111,111.00	COMPLETE	07/08/2003	Details
REGULAR	9999	SS Wages: $62,000,000.00 Medicare: $64,000,000.00 Fed Taxable: $36,000,000.00	COMPLETE	07/08/2003	Details
REGULAR	3	SS Wages: $6,666.66 Medicare: $0.00 Fed Taxable: $6,666.66	COMPLETE	10/08/2003	Details
REGULAR	1	SS Wages: $1,000.20 Medicare: $1,000.20 Fed Taxable: $1,000.20	RETURN	10/28/2003	Details
REGULAR	11	SS Wages: $1,100.00 Medicare: $1,100.00 Fed Taxable: $1,100.00	COMPLETE	11/21/2003	Details
CORRECTION	510	Correct SS Wages: $102,000.00 Medicare: $0.00 Fed Taxable: $0.00	RETURN	11/21/2003	Details

Options

Return to Employer Report Selection — Return to the Employer Report Selection page.

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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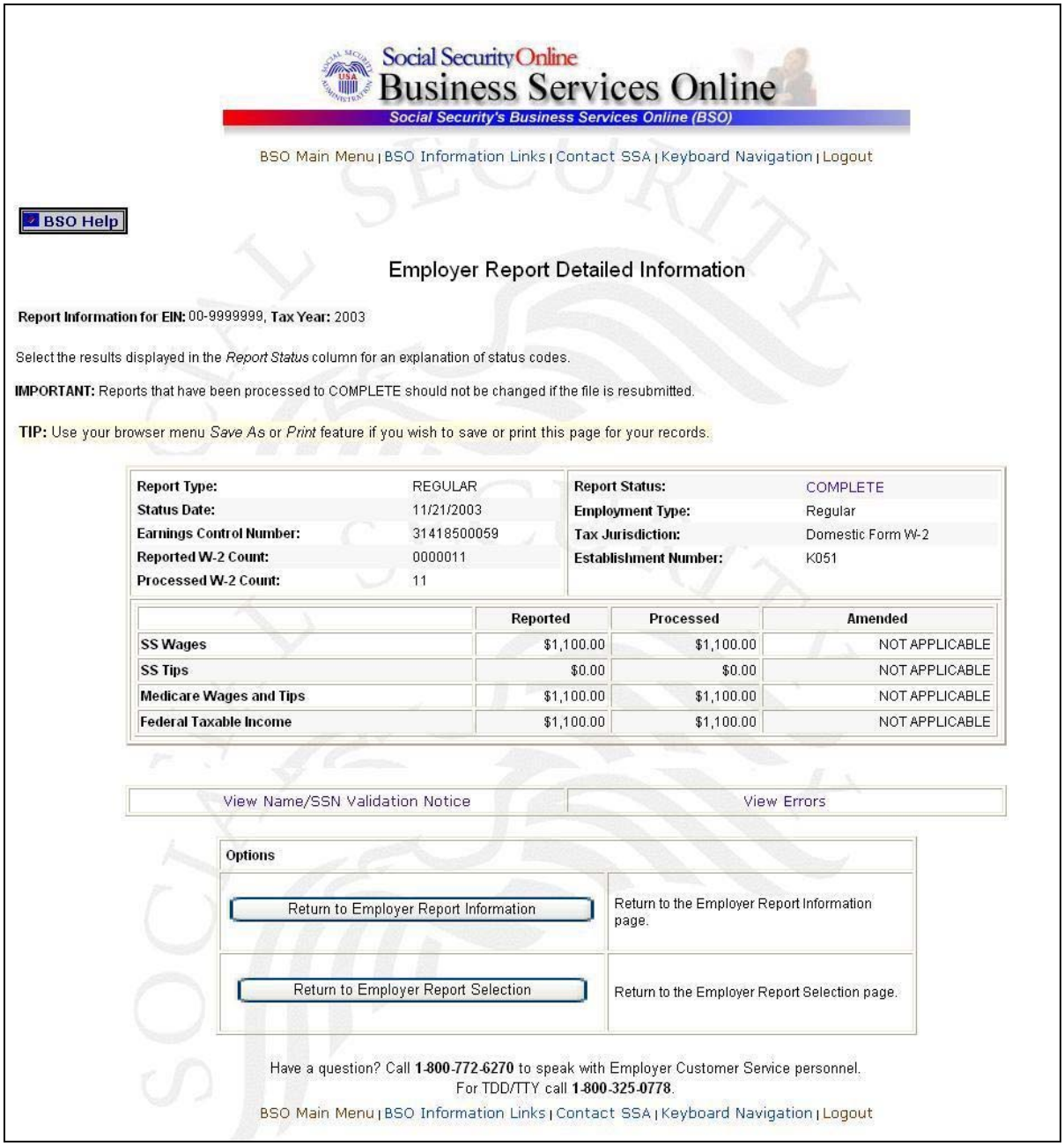
Step 11: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.



Step 12: You can either select the **View Name/SSN Validation Notice** link or the **View Errors** link. Go to Step 13 if you want to view the Name/SSN Validation notice. Because the notice displays only a limited number of SSNs, more information may be obtained by viewing the Detailed Information for Error – Invalid Names and/or SSNs page via the **View Errors** link. Go to Step 15 to use the **View Errors** link.

Step 13: Select the **View Name/SSN Validation Notice** link to display a facsimile of the notice mailed to you. It will contain up to 500 SSNs that failed to match SSA's records. The system displays the Name/SSN Validation Notice.

You can view a facsimile of the Name/SSN Validation Notice only if you received the notice via mail. A partial sample of a Name/SSN Validation Notice is located below.

Establishment Number: K051 MRN: 31518500005 WFID: 501125-01
Why You Are Getting This Letter
Some employee names and Social Security numbers that you reported on the Wage and Tax Statements (Forms W-2) for tax year 2003 do not agree with our records. We need corrected information from you so that we can credit your employees' earnings to their Social Security records. It's important because these records can determine if someone is entitled to Social Security retirement, disability and survivors benefits, and how much he or she can receive. If the information you report to us is incorrect, your employee may not get benefits he or she is due.
There are several common reasons why the information reported to us doesn't agree with our records, including:

Errors were made in spelling an employee's name or listing the Social Security number;

An employee did not report a name change following a marriage or divorce; and

The name or Social Security number was incomplete or left blank on the W-2 report sent to the Social Security Administration

IMPORTANT:
This letter does not imply that you or your employee intentionally gave the government wrong information about the employee's name or Social Security number. Nor does it make any statement about an employee's immigration status.

See Next Page
Visit our website at www.socialsecurity.gov

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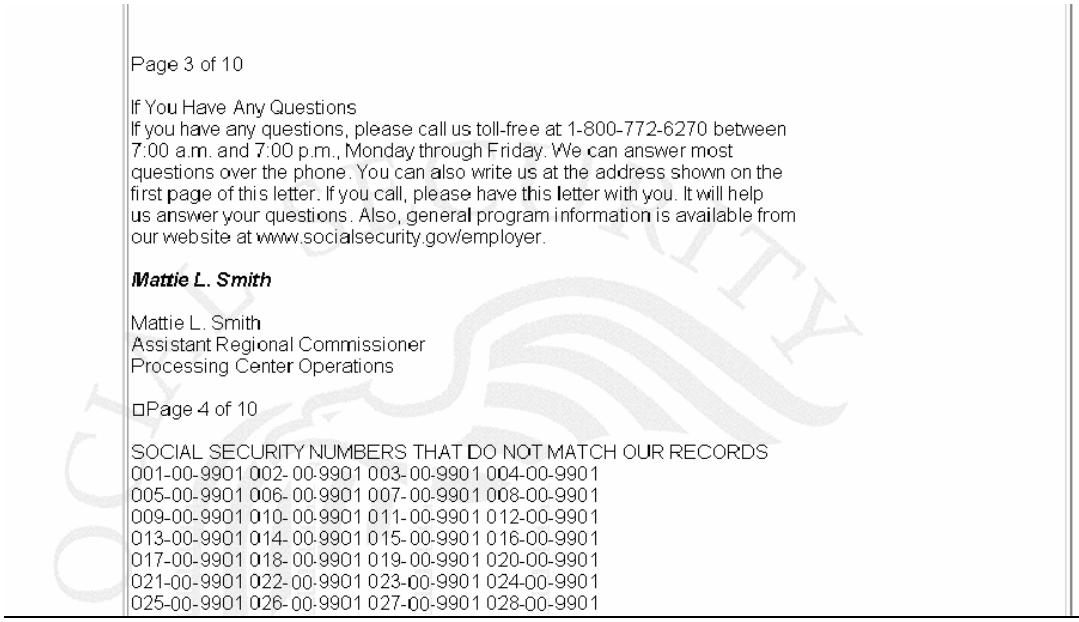
You should not use this letter to take any adverse action against an employee just because his or her Social Security number appears on the list, such as laying off, suspending, firing, or discriminating against that individual. Doing so could, in fact, violate state or federal law and subject you to legal consequences.
For Spanish-speaking individuals: Esta carta y los documentos adjuntos proveen información sobre las acciones que usted debe tomar para corregir algunos de los nombres y números de Seguro Social que informó en los Comprobantes de Retribuciones e Impuestos (formularios W-2, "Wage and Tax Statements", en inglés) de sus empleados. Si usted necesita una traducción de esta carta, por favor llámenos al número de teléfono gratis, 1-800-772-1213, de 7:00 a.m. a 7:00 p.m. de lunes a viernes.
Esta carta no implica que usted ni su empleado intencionalmente proveyeron información incorrecta al gobierno sobre el nombre o número de Seguro Social del empleado. Tampoco hace ninguna declaración sobre el estado de inmigración de su empleado.
Usted no debe usar esta carta para tomar una acción adversa contra el



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If You Have Any Questions
If you have any questions, please call us toll-free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m., Monday through Friday. We can answer most questions over the phone. You can also write us at the address shown on the first page of this letter. If you call, please have this letter with you. It will help us answer your questions. Also, general program information is available from our website at www.socialsecurity.gov/employer.

Mattie L. Smith

Mattie L. Smith
Assistant Regional Commissioner
Processing Center Operations

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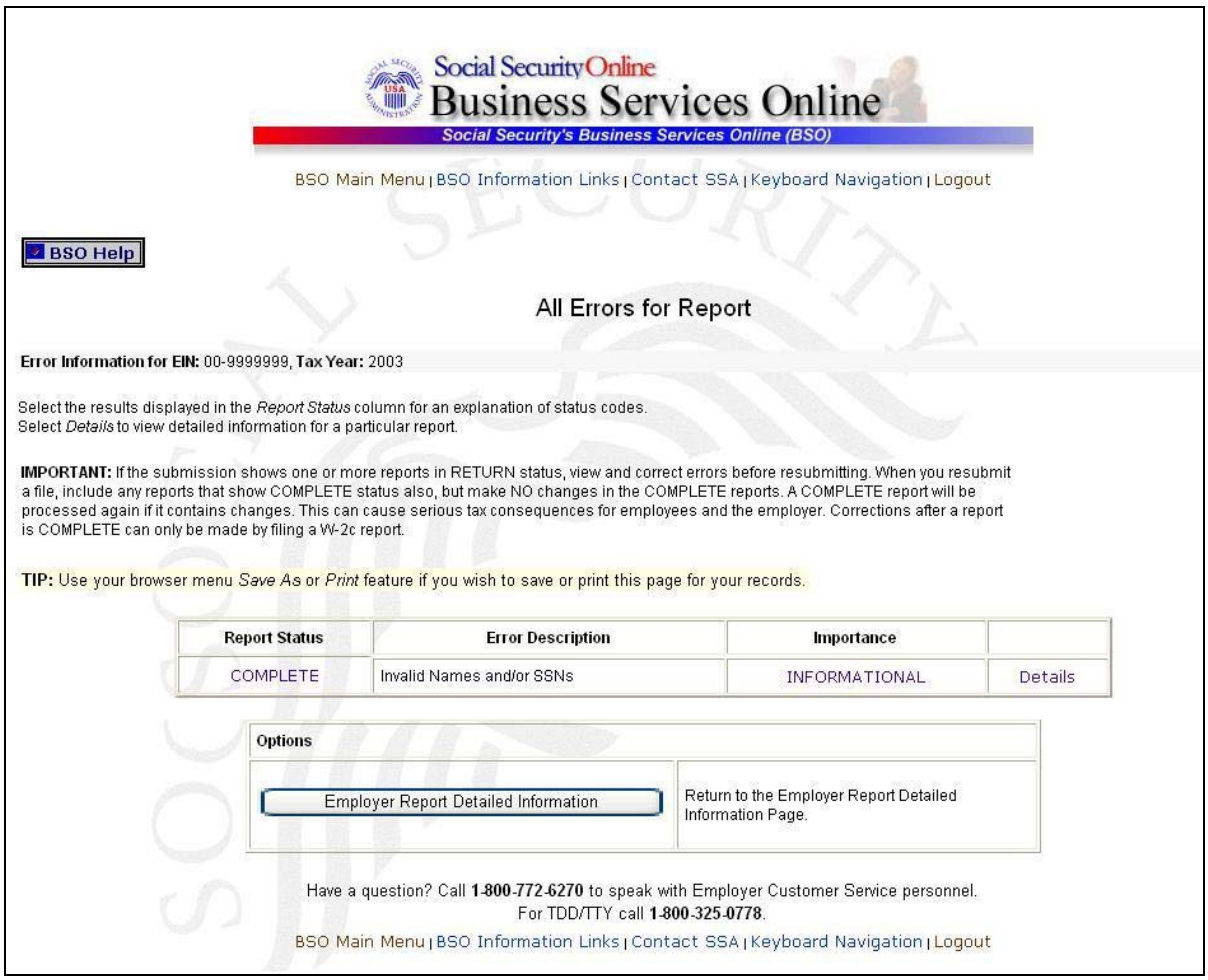
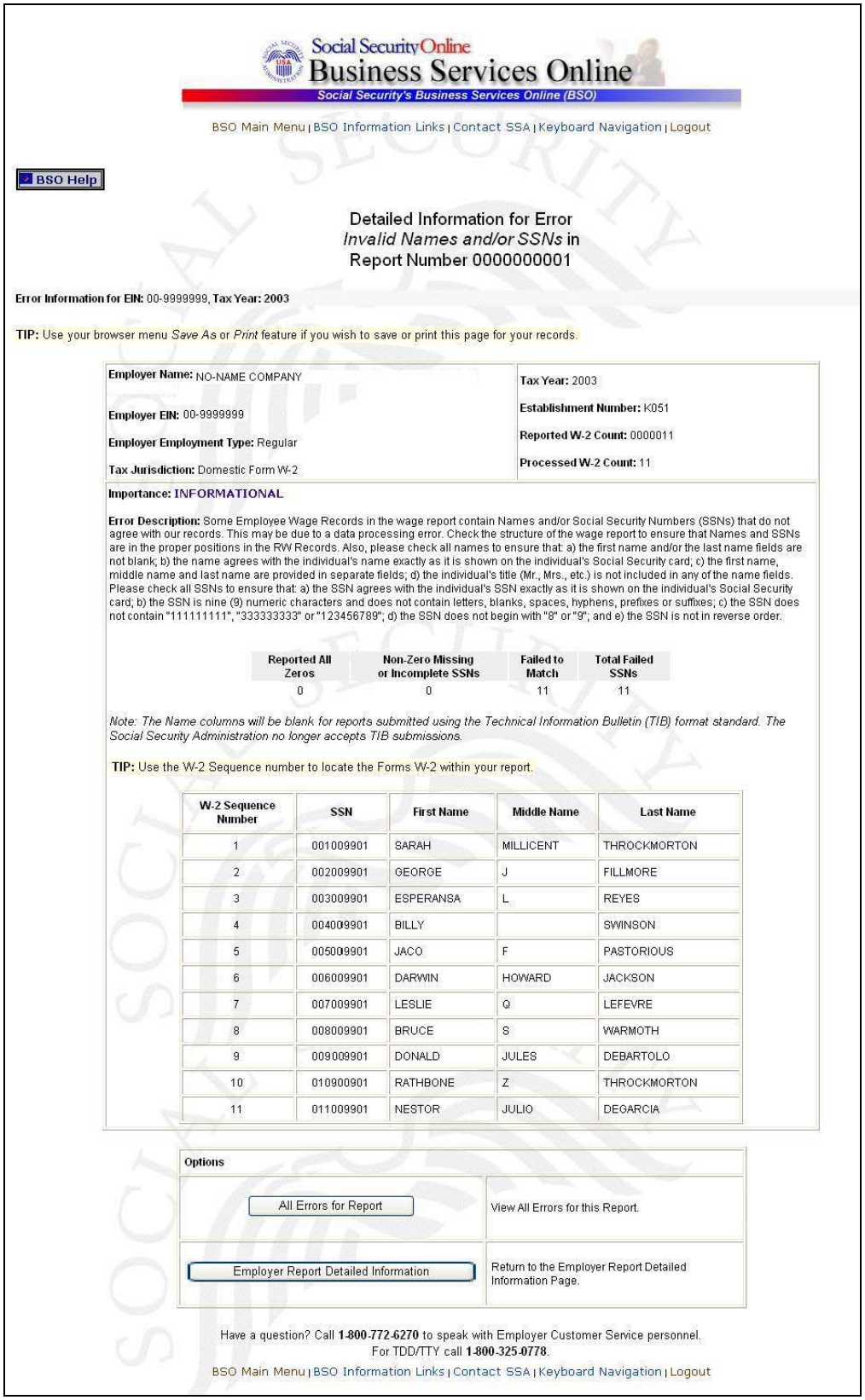
SOCIAL SECURITY NUMBERS THAT DO NOT MATCH OUR RECORDS
001-00-9901 002- 00-9901 003- 00-9901 004-00-9901
005-00-9901 006- 00-9901 007- 00-9901 008-00-9901
009-00-9901 010- 00-9901 011- 00-9901 012-00-9901
013-00-9901 014- 00-9901 015- 00-9901 016-00-9901
017-00-9901 018- 00-9901 019- 00-9901 020-00-9901
021-00-9901 022- 00-9901 023-00-9901 024-00-9901
025-00-9901 026- 00-9901 027-00-9901 028-00-9901

Step 14: Select the **Employer Report Detailed Information** button to return to the Employer Report Detailed Information page.

Step 15: Select the **View Errors** link. The system displays the All Errors for Report page.



Step 16: Select the **Details** link in the Invalid Names and/or SSNs error row. The system displays the Detailed Information for Error - Invalid Names and/or SSNs page.



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Detailed Information for Error
Invalid Names and/or SSNs in
Report Number 0000000001

Error Information for EIN: 00-9999999, **Tax Year: 2003**

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Employer Name: NO-NAME COMPANY	**Tax Year:** 2003
Employer EIN: 00-9999999	**Establishment Number:** K051
Employer Employment Type: Regular	**Reported W-2 Count:** 0000011
Tax Jurisdiction: Domestic Form W-2	**Processed W-2 Count:** 11

Importance: INFORMATIONAL

Error Description: Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
0	0	11	11

Note: The Name columns will be blank for reports submitted using the Technical Information Bulletin (TIB) format standard. The Social Security Administration no longer accepts TIB submissions.

TIP: Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	001009901	SARAH	MILLICENT	THROCKMORTON
2	002009901	GEORGE	J	FILLMORE
3	003009901	ESPERANSA	L	REYES
4	004009901	BILLY		SWINSON
5	005009901	JACO	F	PASTORIOUS
6	006009901	DARWIN	HOWARD	JACKSON
7	007009901	LESLIE	Q	LEFEVRE
8	008009901	BRUCE	S	WARMOTH
9	009009901	DONALD	JULES	DEBARTOLO
10	010900901	RATHBONE	Z	THROCKMORTON
11	011009901	NESTOR	JULIO	DEGARCIA

Options

All Errors for Report	View All Errors for this Report.
Employer Report Detailed Information	Return to the Employer Report Detailed Information Page.

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 17: Select the **All Errors for Report** button after reviewing the error information to return to the All Errors for Report page.