



BSO Tutorial for Tax Year 2007

Submit a Wage File

Contains the following lessons:

- [Submit a W-2 Wage File](#)
- [Submit a W-2c Wage File](#)
- [Submit a Resubmission File](#)
- [Submit a Reconciliation File](#)

Lesson 1: Submit a W-2 Wage File

Follow the instructions below to submit a W-2 wage file to the Social Security Administration. For information on preparing formatted Electronically Filing Wage W-2 data files (EFW2, formerly MMREF-1), select the link for *Specifications for Filing Forms W-2 Electronically (EFW2)* at www.socialsecurity.gov/employer/pub.htm.

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

Social Security Online
Business Services Online

www.socialsecurity.gov
Home | Questions? | Contact Us

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.

Information

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

Business Services Online

Welcome to Business Services Online

HELP

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.

Información para el Empleador en Español

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCOAREP.Registration@ssa.gov.

Select Login to complete, update or view the Form SSA-1694.

Select Register to obtain a User ID and password to complete the Form SSA-1694.

[More information about the Attorney Fee Service](#)

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

USA.gov
Privacy Policy | Website Policies & Other Important Information | Site Map
[Need Larger Text?](#)

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

Business Services Online

General Login Attestation [HELP](#)

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**.

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.

Business Services Online

Log In to BSO [HELP](#)

User ID:

Password:

(not case sensitive)

[Forgot your password?](#)

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

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 BSO Welcome page, select the **Cancel** button.)

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

Step 6: Select the **Report Wages to Social Security** link on the BSO Main Menu page.

[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 page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Report Wages to Social Security
LOGOUT | HELP

BSO Main Menu > Report Wages to Social Security

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

Resubmission Notice Processing
Acknowledge resubmission notices and request resubmission extensions

BSO Main Menu

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

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Step 7: Select **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link on the Report Wages to Social Security page.

[Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status](#)

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

Social Security Online
www.socialsecurity.gov
Business Services Online

[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](#) | [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

DONT 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**.

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Step 8: Select **Submit a W-2 Wage File** link on the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

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.

The system displays the Wage Reporting Attestation page.


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

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.

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. The system displays the Before You Start page.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

Before You Start

You should already have a file in EF format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.

We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
 What do these programs check?
 Which errors are most critical to fix?

[Download AccuWage](#) [Download AccuW2C](#)

2. Zip your file.

If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.

Do not put more than one wage file (EF format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW / RCW records or 50,000 RE / RCE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RC records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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

Step 10: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: 1. Before You Start 2. **What's in the File?** 3. Submit Your File 4. Confirmation

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).

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

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

Step 11: Select the **New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)** radio button and select the **Continue** button to access the Submit Your File page. (The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Main Menu page.)


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: [1. Before You Start](#) [2. What's in the File?](#) **[3. Submit Your File](#)** [4. Confirmation](#)

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

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

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


Step 12: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 13: Select the **Submit** button to submit the file to SSA. (The **Previous Page** button displays the What's in the File? page and the **Quit without sending button** displays the BSO Main Menu page.) After displaying the Submission in Progress window (for large files), the system displays the Confirmation – Your File Was Received page with a pop-up window for the option to request print of the confirmation.

Step 14: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page. Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print this page and check the size of your file.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 09/19/2007	Wage File Identifier (WFID): KVR862
Time: 01:10 PM Eastern Time	Your file name: Semantic Web Talk.doc
File size: 25600 bytes. (25 Kb)	File name assigned by SSA: 07KVR862.01D

Check the size of your file. How?
 If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
 You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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

Step 15: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Main Menu page, select the **BSO Main Menu** button.



If a communications disruption occurs while you are submitting a wage file, log in again and select the **View File / Wage Report Status [with or without] Name / SSN Errors** link from the BSO Main Menu page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.

Lesson 2: Submit a W-2c Wage File

Follow the instructions below to submit a corrected W-2 wage file to the Social Security Administration. For information on preparing formatted Electronically Filing Wage W-2c data files (EFW2C, formerly MMREF-2), select the link for *Specifications for Filing Forms W-2c Electronically (EFW2C)* at www.socialsecurity.gov/employer/pub.htm.

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

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

Social Security Online
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.

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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Report Wages to Social Security** link on the BSO Main Menu page.

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 page.

Step 7: Select **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link on the Report Wages to Social Security page.

Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

Social Security Online
www.socialsecurity.gov
Business Services Online

[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](#) | [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

DONT 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**.


www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Step 8: Select **Submit a W-2 Wage File** link on the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

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.)

The system displays the Wage Reporting Attestation page.

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

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.

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. The system displays the Before You Start page.

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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

Before You Start

You should already have a file in EF format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.

We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.

What do these programs check?
Which errors are most critical to fix?

[Download AccuWage](#) [Download AccuW2C](#)

2. Zip your file.

If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.

Do not put more than one wage file (EF format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW / RCW records or 50,000 RE / RCE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RC records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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

Step 10: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: [1. Before You Start](#) **[2. What's in the File?](#)** [3. Submit Your File](#) [4. Confirmation](#)

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).

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

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

Step 11: Select the **New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)** radio button and select the **Continue** button to access the Submit Your File page. (The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Main Menu page.)

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

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

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

BSO Help

Name: JANE DOE Submitter EIN: 00-9999999

Steps: 1. Before You Start 2. What's in the File? 3. **Submit Your File** 4. Confirmation

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

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

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


Step 12: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 13: Select the **Submit** button to submit the file to SSA. (The **Previous Page** button displays the What's in the File? page and the **Quit without sending** button displays the BSO Main Menu page.) After displaying the Submission in Progress window (for large files), the system displays the Confirmation – Your File Was Received page with a pop-up window for the option to request print of the confirmation.

Step 14: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page. Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print this page and check the size of your file.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 09/19/2007	Wage File Identifier (WFID): KVR862
Time: 01:10 PM Eastern Time	Your file name: Semantic Web Talk.doc
File size: 25600 bytes. (25 Kb)	File name assigned by SSA: 07KVR862.01D

Check the size of your file. How?
 If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
 You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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

Step 15: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Main Menu page, select the **BSO Main Menu** button.



If a communications disruption occurs while you are submitting a wage file, log in again and select the **View File / Wage Report Status [with or without] Name / SSN Errors** link from the BSO Main Menu page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.

Lesson 3: Submit a Resubmission File

Follow the instructions below to submit a resubmission file to the Social Security Administration (SSA). This option should be used only if you have received a notice from the SSA asking you to correct and resubmit your data. The EIN of the person resubmitting wage data to SSA must match the EIN of the person who originally submitted the file.

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

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

Social Security Online
 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.

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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Report Wages to Social Security** link on the BSO Main Menu page.

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 page.

Step 7: Select **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link on the Report Wages to Social Security page.

[Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status](#)

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status 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 the header is a navigation bar with links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status" and includes a "LOGOUT | HELP" link. A breadcrumb trail shows the path: "BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status".

On the left side, there is a section for "Online Services Availability" with the following hours:

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

Below this is a yellow box with the text: "DONT USE YOUR BROWSER'S BACK BUTTON".

The main content area contains several sections:

- 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).

At the bottom of the page, there is a "BSO Main Menu" button and a footer with 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 also includes the "www.socialsecurity.gov" URL and the same navigation links as the top.

Step 8: Select **Submit a W-2 Wage File** link on the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

[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.

The system displays the Wage Reporting Attestation page.



The screenshot shows the "Wage Reporting Attestation" page from Social Security Online Business Services Online (BSO). The page features the SSA logo and the text "Social Security Online Business Services Online" with a red and blue banner below it. The main heading is "Wage Reporting Attestation". Below this is the section "User Certification for Wage Reporting via the SSA Business Services Online". The text 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 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 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 page 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 Before You Start page.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: [1. Before You Start](#) **[2. What's in the File?](#)** [3. Submit Your File](#) [4. Confirmation](#)

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)
 New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
 Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).

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

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

Step 11: Select the **Resubmission to correct errors that prevented SSA from processing a previously submitted file** radio button (select only if you received a **Resubmission Notice**). The system will activate the fields below the Resubmission radio button.

Which of the following is the best description of the wage report(s) in your file?

New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)
 New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
 Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

For Resubmission, please enter the following items from the Resubmission Notice:

Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Step 12: Select the original receipt year in the **Original Receipt Year (not Tax Year)** from the drop-down menu. This should match the Receipt Year given on the Resubmission Notice.

Step 13: Enter the WFID in the Wage File Identifier (WFID) field.

Step 14: Select the **Continue** button to access the Submit Your File page. (The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Main Menu page.)


Step 15: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 16: Select the **Submit** button to submit the file to SSA. (The **Previous Page** button displays the What's in the File? page and the **Quit without sending** button displays the BSO Main Menu page.) After displaying the Submission in Progress window (for large files), the system displays the Confirmation – Your File Was Received page with a pop-up window for the option to request print of the confirmation.

Step 17: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page. Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print this page and check the size of your file.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 09/19/2007	Wage File Identifier (WFID): KVR862
Time: 01:10 PM Eastern Time	Your file name: Semantic Web Talk.doc
File size: 25600 bytes. (25 Kb)	File name assigned by SSA: 07KVR862.01D

Check the size of your file. How?
 If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
 You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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

Step 18: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. (To return to the BSO Main Menu page, select the **BSO Main Menu** button.)



If a communications disruption occurs while you are submitting a wage file, log in again and select the **View File / Wage Report Status [with or without] Name / SSN Errors** link from the BSO Main Menu page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.

Lesson 4: Submit a Reconciliation File

Follow the instructions below to submit a reconciliation file to the Social Security Administration. This option should only be used if you have received a letter from the Social Security Administration notifying you of a discrepancy between money amounts shown on a Form W-3 sent to the Social Security Administration and a Form 941 sent to the IRS.

Step 1: Point your browser to the Business Services Online Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

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

The screenshot shows the 'General Login Attestation' page on the Business Services Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online' logos. 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 section for '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). Below this is a yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Further down, 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 four bullet points: 1. I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID. 2. I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services. 3. I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both. 4. I am authorized to do business under this User ID. Below the bullet points, there is a 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 text: '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 also includes the 'www.socialsecurity.gov' URL and the same navigation links as the top of the 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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Report Wages to Social Security** link on the BSO Main Menu page.

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 page.

Step 7: Select **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link on the Report Wages to Social Security page.

Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

Social Security Online
www.socialsecurity.gov
Business Services Online

[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](#) | [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: 6 AM - 11:30 PM EST

DONT 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**.

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Step 8: Select **Submit a W-2 Wage File** link on the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status page.

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.)

The system displays the Wage Reporting Attestation page.


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

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.

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. The system displays the Before You Start page.


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

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

[BSO Help](#)

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

Before You Start

You should already have a file in EF format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.

We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
 What do these programs check?
 Which errors are most critical to fix?

[Download AccuWage](#) [Download AccuW2C](#)

2. Zip your file.

If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.

Do not put more than one wage file (EF format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW / RCW records or 50,000 RE / RCE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RC records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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

Step 10: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: [1. Before You Start](#) **[2. What's in the File?](#)** [3. Submit Your File](#) [4. Confirmation](#)

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).

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

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

Step 11: Select the appropriate type of file (New W-2, New W-2c, or Resubmission).

Step 12: Select the **YES, I am uploading this file because SSA sent a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).** checkbox.

Step 13: Select the **Continue** button to access the Submit Your File page. (The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Main Menu page.)


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: [1. Before You Start](#) [2. What's in the File?](#) **[3. Submit Your File](#)** [4. Confirmation](#)

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

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

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


Step 14: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 15: Select the **Submit** button to submit the file to SSA. (The **Previous Page** button displays the What's in the File? page and the **Quit without sending** button displays the BSO Main Menu page.) After displaying the Submission in Progress window (for large files), the system displays the Confirmation – Your File Was Received page with a pop-up window for the option to request print of the confirmation.

Step 16: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page. Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print this page and check the size of your file.


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

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

BSO Help

Name: **JANE DOE** Submitter EIN: **00-9999999**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 09/19/2007	Wage File Identifier (WFID): KVR862
Time: 01:10 PM Eastern Time	Your file name: Semantic Web Talk.doc
File size: 25600 bytes. (25 Kb)	File name assigned by SSA: 07KVR862.01D

Check the size of your file. How?
 If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
 You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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

Step 17: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Main Menu page, select the **BSO Main Menu** button.



If a communications disruption occurs while you are submitting a wage file, log in again and select the **View File / Wage Report Status [with or without] Name / SSN Errors** link from the BSO Main Menu page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.