



**Guía de Servicios en línea para negocios (BSO, sus siglas en inglés) para el año tributable 2007**

# Servicio de verificación del número de Seguro Social (SSNVS, sus siglas en inglés)

Contiene la siguientes Lecciones:

- [Cómo pedir una Verificación del número de Seguro Social en línea](#)
- [Cómo presentar un archivo electrónico para Verificación del número de Seguro Social](#)
- [Cómo ver información de estado y recuperación](#)
- [Cómo ver el manual de SSNVS](#)

## **Lección 1: Cómo pedir una Verificación del número de Seguro Social en línea**

Los usuarios registrados (empleadores y ciertos terceros) pueden verificar hasta 10 nombres y números de Seguro Social por Internet y recibir resultados inmediatos.

**NOTA:** *Para que puedan acceder el Social Security Number Verification Service (en español, Servicio de verificación del número de Seguro Social [SSNVS, sus siglas en inglés]) los usuarios tienen que estar inscritos con Intergrated Registration Services (en español, Servicio de inscripción integrado [IRES, sus siglas en inglés]) y recibir un User Identification Number (en español, Identificación de usuario.)*

Para pedir acceso al SSNVS, después de inscribirse, siga los siguientes pasos.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):  
[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online
Business Services Online

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

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

**Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.**

### General Login Attestation HELP

[BSO Welcome](#) > General Login Attestation

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**.

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BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login** en la página, Business Services Online Login para mostrar la página, BSO Main Menu. Esto mostrará la página, BSO Main Menu.

**NOTA:** Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** (en español, cancelar).

**Paso 6:** Seleccione el enlace de **Social Security Numbers Verification Service** (en español, Servicio de verificación de los números de Seguro Social).

**Social Security Numbers Verification Service**

Request online SSN verification  
Submit files for SSN verification

El sistema mostrará la página menú, **Verify Social Security Numbers** (en español, **Verificar números de Seguro Social**).

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

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

**Verify Social Security Numbers** 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**

**Request Online SSN Verification**  
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

**Submit an Electronic File for SSN Verification**  
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

**View Status and Retrieval Information**  
View the current status of a submission.

**View Social Security Number Verification Service (SSNVS) Handbook**  
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

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

**Paso 7:** Seleccione el enlace de **Request Online SSN Verification** (en español, Pedir Verificación del número de Seguro Social en línea).

**Request Online SSN Verification**

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

El sistema mostrará la página, SSNVS Attestation (en español, Atestación de SSNVS).



OMB Approval No. 0950-0660

**SSNVS Attestation**

**Proper Use of Social Security Number Verification Services (SSNVS)**

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
  - If used for newly hired workers, verify information on all newly hired workers.
  - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
  - This response does not make any statement about your employee's immigration status.
  - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

**If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.**

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**Federal Privacy Act Statement for Third Party Submitters**

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company, and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

**Paperwork Reduction Act Statement**

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

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**User Certification for use of SSNVS - Please Read Carefully!**

I certify that:


- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

**Paso 8:** Seleccione el botón de **I Accept** después de leer las condiciones en la página, SSNVS Attestation. El sistema mostrará la página, SSN Verification (en español, Verificación del número de Seguro Social).


**Social Security Online**  
**Business Services Online**  
 Social Security Number Verification System (SSNVS)

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

[SSNVS Help](#)

### SSN Verification

Name: **JANE DOE**      Submitter EIN: **009999999**

**Please Note:**

- All verified, unverified and deceased records will be returned.
- Mandatory fields are indicated by an \*.
- Field specific help is available by selecting the underlined links below.
- In the event SSNVS may not be able to process your request, you will be given two (2) options:
  - [Overnight Processing](#) - saves the data you entered to a file for overnight processing and displays a confirmation number on the Confirmation page that you will need to check the status of your request
  - [Home Page](#) - cancels the request and any data you entered on the SSN Verification form is not saved

\* [Employer's EIN](#)  The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Please enter the following information for each employee you would like to verify.

	* <u>SSN</u> <small>(9 9 9 9 9 9 9 9)</small>	* <u>First Name</u>	<u>Middle Name</u>	* <u>Last Name</u>	<u>Suffix</u>	<u>Date of Birth</u> <small>(M M D D Y Y Y Y)</small>	<u>Gender</u> <small>(F / M)</small>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.

This page contains confidential information. Please keep the printed / saved page in a secure place.


**Paso 9:** Entre el Número de identificación patronal (EIN, sus siglas en inglés) en el campo de Employer's EIN para el empleador bajo quien los nombres y número de Seguro Social serán verificados. Llene una fila para cada nombre y número de Seguro Social que quiere verificar. Tiene que llenar todos los campos obligatorios por lo menos en una fila antes de seleccionar el botón de **Submit** (en español, Presentar).

**NOTA:**

- *El campo de Submitter's EIN (en español, EIN del Presentador) en la parte superior de la página es el EIN del empleador del usuario que está presentando el pedido de verificación*
- *Los campos de Employer's EIN, SSN, First Name (en español, Nombre) y Last Name (en español, Apellido) son obligatorios.*
- *Los campos de Middle Name (es español, Segundo nombre), Suffix (en español, Sufijo), Date of Birth (en español, Fecha de Nacimiento [DOB, sus siglas en inglés]) y Gender (en español, Género) son opcionales.*



**Paso 10:** Seleccione el botón de **Submit** (en español, Presentar) para procesar la información. (De lo contrario, seleccione el botón de **Clear Form** [en español, Borrar el formulario]) para borrar la información. El sistema mostrará la página, **SSN Verification Results** (en español, Resultados de la verificación del número de Seguro Social).



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

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

[SSNVS Help](#)

### SSN Verification Results

Name: **JANE DOE**      Submitter EIN: **009999999**

Employer's EIN: **009999999**      The following table displays your submitted results. The first column indicates the result of a record: failed, deceased or verified.

Records Submitted: **10**

Failed Verification: **6**      • **Failed**- Data does not match Social Security Administration's records.  
Select [What to do if an SSN fails to verify](#) for more information.

Deceased: **2**      • **Deceased**- Data matches Social Security Administration's records and our records indicate the person is deceased.  
Please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security office.  
Select [Field Office Locator](#) to find the office nearest you.

Verified Records: **2**      • **Verified**- Data matches Social Security Administration's records.

[Verify More SSNs](#)

[Why Are Some SSNs Masked](#)

[What to do if an SSN fails to verify](#)

[Field Office Locator](#)

Result	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Failed	345001975	JULIE	-	JONES	-	-	-	1
Failed	XXXXQ2563	JAKE	-	NEWTON	-	-	-	2
Failed	XXXXE322	KRISTINE	-	FOUDY	-	-	-	3
Failed	XXXXI1975	BRIANA	-	JONES	-	-	-	4
Failed	653002563	TIFFENY	-	ISSAC	-	-	-	5
Failed	XXXXX2563	CHAD	-	MATTHEWS	-	-	-	6
Deceased	568001975	AJ	-	JONES	-	-	-	-
Deceased	345002563	KIM	-	SMITH	-	-	-	-
Verified	XXXXE322	KAYLA	-	MILBRETT	-	-	-	-
Verified	XXXXE425	HAMM	-	BONE	-	-	-	-

Verification Results	
Code	Description
1	SSN not in file
2	Name and DOB match, Gender code does not match
3	Name and Gender code match, DOB does not match
4	Name matches, DOB and Gender do not match
5	Name does not match, DOB and Gender not checked
6	SSN did not verify, other reason

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 Commands](#) | [Logout](#)

Esta página mostrará:

- Menú a mano izquierda - El EIN del empleador, cantidad total de todos los registros presentados, cantidad total de registros que no pudieron ser verificados, cantidad total de registros fallecidos y cantidad total de registros verificados.
- Cuerpo – Toda la información presentada por el usuario más el código del resultado de la verificación.



**NOTA:** Si ocurre cualquier problema con esta verificación, el sistema mostrará la página, Convert to Batch (en español, Convertir en lote). Seleccione el botón de **Overnight** (en español, De un día a otro) para procesar su información en un lote de un día a otro. Para informarse mejor, siga las instrucciones en la [Lección 2: Cómo presentar un archivo electrónico para Verificación del número de Seguro Social](#).

**Paso 11:** El número de Seguro Social presentado concuerda con los registros de la Administración del Seguro Social.

Eusuario verá un «-» en el campo de Verification Results (en español, Resultados de verificación).

*Por razones de seguridad, si el registro tiene un resultado de «-», los primeros 5 dígitos del número de Seguro Social serán mostrados con una «X».*

**Paso 12:** El número de Seguro Social presentado para ser verificado concuerda con los registros de la Administración del Seguro Social pero nuestros registros indican que el individuo ha fallecido.

El usuario verá la palabra «Deceased» (en español, Fallecido) en la columna de Results (en español, Resultados) y un «-» en el campo de Verification Results.

**Paso 13:** Si hay verificaciones que fallaron, el número en la columna de Verification Result mostrará la razón por la cual falló la verificación.

Las siguientes son las descripciones de los códigos del resultado de las verificaciones que fallaron.

1. SSN is not in Social Security Administration's records (en español, El número de Seguro Social no se encuentra en los registros de la Administración del Seguro Social).
2. Name and DOB match; Gender Code does not (en español, El nombre y la fecha de nacimiento concuerdan; el código de género no).
3. Name and Gender Code match; DOB does not (en español, El nombre y código de género concuerdan; la fecha de nacimiento no).
4. Name matches; DOB and Gender Code do not (en español, El nombre concuerda; la fecha de nacimiento y el código de género no).
5. Name does not match; DOB and Gender Code not checked (en español, El nombre no concuerda; la fecha de nacimiento y el código de género no fueron revisados).
6. SSN did not verify; other reason: El número de Seguro Social no pudo ser verificado; otra razón.

**NOTA:** *Por razones de Seguridad, si el registro tiene un código de resultado de verificación de 2, 3, 4, o 6, los primero 5 dígitos del número de Seguro Social serán mostrados con una «X».*

*Si la información no concuerda con los registros de la Administración del Seguro Social, seleccione el enlace de **What to do if Names/SSNs don't match?** (en español, *Qué hacer si los nombres o números de Seguro Social no concuerdan*) para ver información importante.*

**Paso 14:** Seleccione el enlace de **Verify More SSNs** (en español, Verificar más números de Seguro Social) para verificar números de Seguro Social adicionales. (Para regresar a la página, BSO Main Menu, seleccione el enlace de **BSO Main Menu** [en español, Menú principal de BSO]).

## Lección 2: Cómo presentar un archivo electrónico para Verificación del número de Seguro Social

Siga las instrucciones siguientes para cargar un archivo que contenga Nombres y números de Seguro Social para verificación por la Administración del Seguro Social. Los resultados están disponibles dentro de 24 horas.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):  
[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

The screenshot shows the 'General Login Attestation' page on the Social Security Business Services Online portal. The page has a red header with 'Business Services Online' and a dark blue navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is white and contains the following elements:

- Left Sidebar:**
  - Online Services Availability:**
    - Monday-Friday: 5 AM - 1 AM EST
    - Saturday: 5 AM - 11 PM EST
    - Sunday: 8 AM - 11:30 PM EST
  - Warning Box:** DONT USE YOUR BROWSER'S BACK BUTTON
  - Notice:** Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.
- Main Content:**
  - Section:** General Login Attestation (with a HELP link)
  - Text:** I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
  - Text:** I certify that:
  - Agreement Points:**
    - 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.
  - Text:** By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.
  - Buttons:** I Do NOT Accept and I Accept
  - Footer:** 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.

**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login**. El sistema mostrará la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel**, [en español, cancelar]).

**Paso 6:** Seleccione el enlace de **Social Security Numbers Verification Service** (en español, Servicio de verificación de los números de Seguro Social).

**Social Security Numbers Verification Service**

Request online SSN verification  
Submit files for SSN verification

El sistema mostrará la página menú, Verify Social Security Numbers (en español, Verificar números de Seguro Social).

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

[www.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Verify Social Security Numbers** [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**

**Request Online SSN Verification**  
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

**Submit an Electronic File for SSN Verification**  
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

**View Status and Retrieval Information**  
View the current status of a submission.

**View Social Security Number Verification Service (SSNVS) Handbook**  
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

[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](http://www.socialsecurity.gov) [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Paso 7:** Seleccione el enlace de **Submit an Electronic File for SSN Verification** (en español, Presentar un archivo electrónico para Verificación del número de Seguro Social).

**Submit an Electronic File for SSN Verification**

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

El sistema mostrará la página, SSNVS Attestation (en español, Atestación de SSNVS).



OMB Approval No. 0960-0660

**SSNVS Attestation**

**Proper Use of Social Security Number Verification Services (SSNVS)**

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
  - If used for newly hired workers, verify information on all newly hired workers.
  - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
  - This response does not make any statement about your employee's immigration status.
  - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

**If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.**

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**Federal Privacy Act Statement for Third Party Submitters**

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

**Paperwork Reduction Act Statement**

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

---

**User Certification for use of SSNVS - Please Read Carefully!**

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;


or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

---

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

**Paso 8:** Seleccione el botón de **I Accept** después de leer las condiciones en la página, **SSNVS Attestation**. El sistema mostrará la página, **Submit a File for SSN Verification – Before You Start** (en español, **Presentar un archivo para Verificación del número de Seguro Social – Antes de empezar**).


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

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**SSNVS Help**

### Submit a File for SSN Verification - Before You Start

Name: **JANE DOE**      Submitter EIN: **009999999**

Steps: **1. Before You Start**   2. [Submit Your File](#)   3. [Confirmation](#)

#### 1. Before You Start

The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**  
 Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.
  - We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.  
[Submission File Format](#)
  - Do **NOT** send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.
- **Zip Your File**  
 If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.


 

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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**Paso 9:** Seleccione **Continue** (en español, Continuar) después de leer la información en la página, **Submit a File for SSN Verification – Before You Start**. El sistema mostrará la página, **Submit a File for SSN Verification – Submit Your File** (en español, **Presentar un archivo para Verificación del número de Seguro Social – Presentar su Archivo**).




**Social Security Online**  
**Business Services Online**  
 Social Security Number Verification System (SSNVS)

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### Submit a File for SSN Verification - Submit Your File

Name: JANE DOE      Submitter EIN: 009999999

Steps: 1. [Before You Start](#)    2. **Submit Your File**    3. Confirmation

#### 2. Submit Your File

- First, enter the Employer's EIN.
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

\* **Employer's EIN**  The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

**Select file**

Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your submission is complete.

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

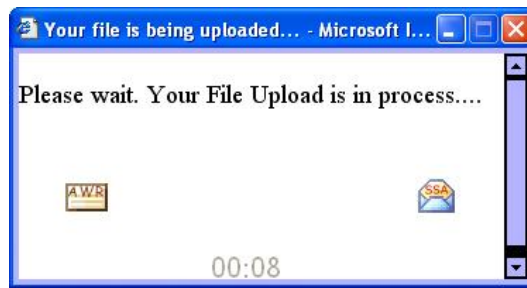
[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

**Paso 10:** Entre el EIN del empleador y entre el archivo que será cargado, ya sea tecleando el nombre del archivo en el campo de Select File (en español, Seleccione archivo) o seleccionando el botón de **Browse** (en español, Hojear) localizado al lado del campo.


#### CONSEJOS:

- El archivo debe contener menos de 250,000 pedidos para verificar
- Si tiene más de 500 números de Seguro Social que verificar o si tiene una conexión al Internet lenta, le recomendamos que haga zip sus archivos con WinZip, PKZIP u otro programa compatible con zip.

**Paso 11:** Seleccione el botón de **Submit** (en español, Presentar). El sistema mostrará la ventana desplegable, Your File Upload is in process (en español, Su cargo de archivo en proceso).



Una vez que el archivo haya sido transferido, el sistema mostrará la página, Submit a File for SSN Verification – Confirmation (en español, Presentar un archivo para Verificación del número de Seguro Social – Confirmación).


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**SSNVS Help**

### Submit a File for SSN Verification - Confirmation

Name: **JANE DOE**    Submitter EIN: **009999999**

Steps: 1. [Before You Start](#)    2. [Submit Your File](#)    3. **Confirmation**

#### 3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.

**Confirmation Number assigned by SSA: 11324F8F5DE8085D**

Date: 06/13/2007                      Time: 08:05 AM Eastern Standard Time

Your file name: **SSNVS\_Rel4\_PIR\_FINAL.doc**    File size: 280576 bytes ( 274 Kb)

**What You Should Do Next:**  
 Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

**What to expect:**  
 You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

**Thank you for submitting your file 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**.

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**CONSEJO:**

Asegúrese de mantener un registro de su número de confirmación. Lo va a necesitar para rastrear el estado de su archivo presentado.

**Paso 12:** Seleccione el botón de **OK** en la ventana desplegable para imprimir la página, Submit a File for SSN Verification – Confirmation.



De lo contrario, seleccione el botón de **Cancel** para cerrar la ventana desplegable.

**Paso 13:** Seleccione el botón de Submit Another File (en español, Presentar otro archivo) para presentar otro archivo. (De lo contrario, seleccione el botón de BSO Home [en español, Página principal de BSO] para regresar a la página, BSO Main Menu.

## Lección 3: Cómo ver información de estado y recuperación

Siga las siguientes instrucciones para ver el estado actual de datos presentados, ver los resultados de un archivo cargado, o descargar resultados de verificación.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):

[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

**Social Security Online** **Business Services Online**  
[www.socialsecurity.gov](http://www.socialsecurity.gov) [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](http://www.socialsecurity.gov) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login**. El sistema mostrará la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

**Paso 6:** Seleccione el enlace de **Social Security Numbers Verification Service** (en español, Servicio de verificación de los números de Seguro Social).

**Social Security Numbers Verification Service**

Request online SSN verification  
Submit files for SSN verification

El sistema mostrará la página menú, Verify Social Security Numbers (en español, Verificar números de Seguro Social).

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

**Verify Social Security Numbers** 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

**DONT USE YOUR BROWSER'S BACK BUTTON**

**Request Online SSN Verification**  
 Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

**Submit an Electronic File for SSN Verification**  
 Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

**View Status and Retrieval Information**  
 View the current status of a submission.

**View Social Security Number Verification Service (SSNVS) Handbook**  
 Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

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


**Paso 7:** Seleccione el enlace de **View Status and Retrieval Information** (en español, Ver información de estado y recuperación) de la página principal de BSO.

**View Status and Retrieval Information**

View the current status of a submission.

El sistema mostrará la página, SSNVS Attestation (en español, Atestación de SSNVS).





OMB Approval No. 0960-0660

**SSNVS Attestation**

**Proper Use of Social Security Number Verification Services (SSNVS)**

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
  - If used for newly hired workers, verify information on all newly hired workers.
  - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
  - This response does not make any statement about your employee's immigration status.
  - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

**If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.**

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**Federal Privacy Act Statement for Third Party Submitters**

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

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---

**User Certification for use of SSNVS - Please Read Carefully!**

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

---

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

**Paso 8:** Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, SSNVS Attestation. El sistema mostrará la página, Status and Retrieval (en español, Estado y recuperación).



**Social Security Online  
Business Services Online**  
Social Security Number Verification System (SSNVS)

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[SSNVS Help](#)

### Status and Retrieval

Name: **JANE DOE** Submitter EIN: **009999999**

There are three options for checking the status of your file(s):

**Option 1** - Enter your 16 character confirmation number or your 8 character tracking number for submitted files. Select [Do you have a Tracking Number?](#) for more information.

**Option 2** - View status of your submitted files by entering a range of submission dates.

**Option 3** - Retrieve a list of your submitted files available to your PIN.

<b>Option 1</b>	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
<b>Option 2</b>	Range Start Date M M D D Y Y Y Y	<input type="text"/>	<input type="button" value="Submit"/>
	Range End Date M M D D Y Y Y Y	<input type="text"/>	
<b>Option 3</b>	All Submissions	<input type="text"/>	<input type="button" value="Submit"/>

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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**Paso 9:** Seleccione una de las siguientes opciones para ver el estado del archivo que presentó.

- Opción 1: Tracking number (en español, Número de rastreo). Entre el número de rastreo específico.
- Opción 2: Range Start Date (en español, Rango de la fecha de empiezo) y Range End Date (en español, Rango de la Fecha de final). Entre la fecha de Empiezo y Final para ver el estado de archivos presentados dentro de un periodo.
- Opción 3: All Submissions (en español, Todos los datos presentados). Vea los 100 archivos más recientes de SSNVS presentados relacionados con su Identificación de usuario.

**Consejo:** Si el sistema no muestra el archivo que busca, concentre su búsqueda con las opciones 1 ó 2.

**Paso 10:** Seleccione el botón de **Submit** (en español, Presentar) apropiado. El sistema mostrará la página, Status and Retrieval Results (en español, Resultados de estado y recuperación).



Social Security Online  
Business Services Online  
Social Security Number Verification System (SSNVS)

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**SSNVS Help**

### Status and Retrieval Results

Name: **JANE DOE** Submitter EIN: **009999999**

The following table displays your submitted file(s).

- You may retrieve your submission(s) by clicking the VIEW and/or DOWNLOAD link under Retrieval Options.
- Please note large files may take time to open.
- Some SSNs may be masked. Select [Why Are Some SSNs Masked?](#) for more information.
- SSN did not verify? Select [What to do if a SSN fails to verify.](#)

**Retrieval Options**

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
  1. Right click "DOWNLOAD"
  2. Select "Save Target As"
  3. Complete the Save As dialog box

### Status of All Submissions

Select the links below for more information about your submission(s).

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
06/13/2007	11324F8F5DE8085D	-	-	-	-	<a href="#">IN PROCESS</a>	274.0 KB	-	-
05/25/2007	112C4176F0AD81A2	-	-	-	-	<a href="#">IN PROCESS</a>	36.0 KB	-	-
05/24/2007	112BEABE12BCDF3	-	-	-	-	<a href="#">IN PROCESS</a>	2.4 KB	-	-
05/24/2007	112BEAE1D55B8411	10	11	0	-1	<a href="#">VIEWED</a>	1.4 KB	<a href="#">DOWNLOAD VIEW</a>	07/07/2007
05/24/2007	112BEB15BD9E31EE	-	-	-	-	<a href="#">IN PROCESS</a>	2.4 KB	-	-
05/24/2007	112BEB36283C3486	-	-	-	-	<a href="#">IN PROCESS</a>	13.1 KB	-	-
05/24/2007	112BEB5E4F1B67B4	-	-	-	-	<a href="#">IN PROCESS</a>	12.9 KB	-	-
05/24/2007	112BEB99C217BE04	-	-	-	-	<a href="#">FORMAT OR SURFACE ERRORS</a>	11.7 KB	-	-
05/24/2007	112BEBAB5DA68DD1	-	-	-	-	<a href="#">IN PROCESS</a>	12.9 KB	-	-
05/24/2007	112BEBB8A4C92E4	-	-	-	-	<a href="#">IN PROCESS</a>	9147.8 KB	-	-
05/24/2007	112BEB474082D78	-	-	-	-	<a href="#">IN PROCESS</a>	4.4 KB	-	-
05/23/2007	112BA4F527AFC29	-	-	-	-	<a href="#">FORMAT OR SURFACE ERRORS</a>	1372.0 KB	-	-
05/21/2007	112AEF6606BD52E6	-	-	-	-	<a href="#">FORMAT OR SURFACE ERRORS</a>	16.5 KB	-	-
05/21/2007	112AF3A2D2C096CB	-	-	-	-	<a href="#">FORMAT OR SURFACE ERRORS</a>	25.9 KB	-	-
05/21/2007	112B042BCE0583FA	-	-	-	-	<a href="#">FORMAT OR SURFACE ERRORS</a>	16.5 KB	-	-

Additional Status Request  
[What To Do If a Social Security Number \(SSN\) Does Not Verify](#)

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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**Paso 11:** Las opciones de estado y recuperar están mostradas en una tabla; para ver una explicación completa de cada columna, haga clic en el encabezamiento de cada una. Esto abrirá un nuevo navegador a la página, SSNVS Help (en español, Ayuda con SSNVS), lo cual sólo es accesible cuando acceda el SSNVS.

Seleccione el enlace de **Download/View** (en español, Descargar y Ver) en la columna de Retrieval Option(s) (en español, Opción[es] de Recuperar) para ver los resultados.

**NOTA:**

- *Para 10 números presentados, o menos, los resultados pueden ser descargados o vistos por Internet.*
- *Para más de 10 números presentados, sólo se pueden descargar los resultados.*

**Paso 12:** Seleccione el enlace en la columna de Status (en español, Estado) para informarse mejor sobre el estado de sus datos presentados, si le corresponde.

**NOTA:** La columna de Available Through (en español, Disponible hasta) muestra hasta que fecha el estado y /o resultado están disponibles al usuario.

- Los usuarios pueden ver o descargar los resultados por 30 días desde el día que obtuvieron derecho.
- Después de 30 días, y por hasta 2 años, los usuarios sólo pueden ver el estado de sus archivos.
- Durante el periodo en que los archivos están disponibles, no hay cantidad límite en las veces que los usuarios pueden descargar o verlos.

## Lección 4: Cómo ver el manual de SSNVS

El manual de SSNVS se puede ver al acceder el programa de SSNVS o al seleccionar el enlace de **SSNVS Handbook** (en español, Manual de SSNVS) a continuación.

- Página, BSO Welcome (en español, Bienvenido al BSO) – <http://www.ssa.gov/bso/>
- Página, SSNVS News (en español, Noticias de SSNVS) – <http://www.ssa.gov/employer/ssnvsNews.htm>
- Página, SSNVS Information and Instructions (en español, Información e Instrucciones de SSNVS) – <http://www.ssa.gov/employer/ssnv.htm#overview>


Para acceder al manual de SSNVS desde el programa SSNVS, siga las siguientes instrucciones.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios): [www.segurosocial.gov/bso/bsowelcome.htm](http://www.segurosocial.gov/bso/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online
Business Services Online

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[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.**

### 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**.

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**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login** para mostrar la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel**, [en español, Cancelar]).

**Paso 6:** Seleccione el enlace de **Social Security Numbers Verification Service** (en español, Servicio de verificación de los números de Seguro Social).

**Social Security Numbers Verification Service**

Request online SSN verification  
Submit files for SSN verification

El sistema mostrará la página menú, Verify Social Security Numbers (en español, Verificar números de Seguro Social).

The screenshot shows the 'Business Services Online' interface. At the top, there's a red header with 'Social Security Online' and 'Business Services Online'. Below that is a navigation bar with 'www.socialsecurity.gov' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main heading is 'Verify Social Security Numbers' with 'LOGOUT' and 'HELP' links. On the left, a sidebar lists 'Online Services Availability' with hours for Monday-Friday, Saturday, and Sunday. A yellow box contains the warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features four blue links: 'Request Online SSN Verification' (with a description), 'Submit an Electronic File for SSN Verification' (with a description), 'View Status and Retrieval Information' (with a description), and 'View Social Security Number Verification Service (SSNVS) Handbook' (with a description). A 'BSO Main Menu' button is located below the links. At the bottom, there's 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 repeats the website URL and navigation links.

**Paso 7:** Seleccione el enlace de **View Social Security Number Verification Service (SSNVS) Handbook** (en español, Ver el manual del Servicio de verificación del número de Seguro Social).

**[View Social Security Number Verification Service \(SSNVS\) Handbook](#)**  
 Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

El sistema mostrará el manual de SSNVS.



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**Employer Information Directory**

[If You Received an SSA "No-Match" Letter Click Here](#)

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**Other Sites**

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## Social Security Number Verification Service (SSNVS) Handbook

If you are navigating using only the keyboard or using an assistive device and need help, visit our [Keyboard Commands](#) page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.



Social Security Administration  
Office of Systems Electronic Services  
6401 Security Boulevard  
Baltimore, Maryland 21235

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