

## **BSO Tutorial for Tax Year 2008**

# View Employer Report Status, Errors, and Notice Information

Contains the following lessons:

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

### **LESSON 1: VIEW EMPLOYER REPORT STATUS INFORMATION**

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



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

**STEP 1**: Point your browser to the Business Services Online (BSO) Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

Social Security Online	<b>Business Serv</b>	vices Online		
http://val.ssa.gov/	Home Questions?	Contact Us		Search GO
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		Business Welcome to Bu	Services Online Isiness Services Online	<u>BSO HELP</u>
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.	Business Services Online information to the Social 3 Access various BSO sen <b>REGISTRATION</b> - If you started and need to comp complete you can Begue	e (BSO) enables organizations and Security Administration. You must R vices and functions. are a new user, select the "Register Jete your Registration process, sele set Activate and Access envices ar	authorized individuals to conduct busines legister to use this website. Registered u " button to create a password and receiv act the "Complete" button. In either case, a functions.	s with and submit confidential sers may Request, Activate and re your User ID. If you have after your Registration is
BSO Electronic W-2 Filing Handbook     SSNVS Handbook     Video - Software Demonstration     Tutorial     Employer Information     Suite of Services     Acpby 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	LOG IN to REQUEST, A display the BSO Main Me Maintenance" to request contact information. Información para el Emplea Log in to Business S New user? Register Complete Phone Re	CTIVATE AND ACCESS FUNCT mu. Then you may access services activation of additional services and dor en Español Services Online here for Business Services Online he gistration <u>what is this?</u>	IONS - Registered users can select the " and functions you have already activated d functions, deactivate your User ID, and/or Log In tre Register Complete Phone Register	Log In" button to login and or you may select "Account or change your password or
News Wage News Electronic Records Express News Social Sec urity Number Verification News Consent Based SSN Verification Form SSA-1694 News	Reporting Wages to Allows you to send fo keying W-2 and W-2 you have received a for a one time 15-da	Explanat the SSA orms W-2 and W-2c to Social Secur c information into an online form. Ca notice requesting that you resubmit extension to the deadline for result	ion of BSO Services ity by uploading a specifically formatted e apability to view Submission and Report your wage file, it can be acknowledged c omitting your wage file.	electronic file or by directly processing status is available. If nline. Additionally, you may ask
		More inform	nation about Reporting Wages	
	Social Security Num	ber Verification Service (SSNVS)		
	For the purposes of files to request verific company that has hir	completing W-2 and W-2c SSNVS cation of names and Social Security red you to perform this service.	allows you to complete an online form or v Numbers of employees of the company	submit specifically formatted for which you work or the
		More information at	bout Verifying Social Security Numbers	
	Form SSA-1694 Requ	uest for Business Entity Taxpaye	er Information	
	Business entities tha must provide SSA w OCO.AREP.Registration	t have attorney and/or non-attorney ith taxpayer identification informatio on@ssa.gov.	representatives as partners or employee on using the Form SSA-1694. For information	s who receive direct payment tion on how to register, contact
	Select Login to com	nplete, update or view the Form SS/	A-1694.	
	Select Register to a	obtain a User ID and password to co	omplete the Form SSA-1694.	
		More information	on about the Attorney Fee Service	
		Have a question? Call <b>1-800-772-627</b> For TDD	70 to speak with Employer Customer Service personnel. /TTY' call 1-800-325-0778.	
ŪSA.gov	Privacy Policy   Website Policies & C	Other Important Information   Site Map day Nov 21, 2007		Need Larger Text?

**STEP 2**: Select the **Log In** button on the Business Services Online Welcome page. The system displays the Log In to BSO page.

	Dusiness bervices Online	
www.socialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	
	Log In to BSO	BSO HELP
Online Services Availability		
Monday-Priday: S AM - 1 AM EST     Saturday: S AM - 11 PM EST     Sunday: S AM - 11:30 PM EST     DON'T USE YOUR BROWSER'S BACK BUTTON Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID. Need to complete your phone registration?	User ID: (formerly referred to as PRU) Password: Forgot your password? (not case sensitive) 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 prevent me from using these services if SSA determines or prevent the transfer to penaltic prevent the fraudulent information of the prevent me from using these services if SSA determines or	
	<ul> <li>I am aware that any person who knowingly and willingly 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.</li> <li>I am authorized to do business under this User ID.</li> <li>By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.</li> <li>I Accept</li> </ul>	
	Have a question? Call 1-300-772-6270 Monday through           Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY' cal 11-800-325-0778.	

**STEP 3**: Enter your User ID and password.

STEP 4: Select the checkbox indicating "I Accept" after reading the conditions defined on the Log In to BSO page. 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	
	The Main Menu	LOGOUT   BSO HELP
Online Services Availability      Monday-Friday: 5 AM - 1 AM ET     Sunday: 5 AM - 11 PM ET     Sunday: 5 AM - 11 PM ET     Sunday: 8 AM - 11 30 PM ET  DON'T USE YOUR BROWSER'S BACK BUTTON To use any Business Services Online, you must first request access to that service. To request access to BS0 services, select "Account Maintenance page, select "Request Access to BS0 Services".	<ul> <li>Welcome, JANE DOE Your password expires on September 15, 2008</li> <li>Report Wages To Social Security Submit. download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions</li> <li>View File / Wage Report Status with Name / SSN Errors View report status, errors and notice information</li> <li>Social Security Numbers Verification Service Request online SSN verification, or Submit files for SSN verification, or Submit files for SSN verification</li> <li>Form SSA-1694 Request for Business Entity Taxpayer Information Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation</li> <li>Account Maintenance Request, activate or remove access to services Rerequest activation code for services Change your password Update your user registration or employer information, or Remove employer information</li> </ul>	
	Have a question? Call <b>1.800-772-6270</b> Monday through Friday, 700 a.m. to 700 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call <b>1.800-325-0778</b> .	
www.gocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	

STEP 5: Select the View File/Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name / SSN Errors

View report status, errors and notice information



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

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

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Mavigation
	View File / Wage Report Status without Name/SSN Errors
Online Services Availability	BSO Main Menu > View File / Wage Report Status without Name / SSN Errors
Monday-Friday: 5 AM - 1 AM EST     Saturday: 5 AM - 11 PM EST     Sunday: 8 AM - 11:30 PM EST	View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information
DON'T USE YOUR BROWSER'S BACK BUTTON	View current employer report status information, and error information for previously submitted wage data. BSO Main Menu
	Have a question? Call <b>1-800-772-6270</b> 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 <b>1-800-325-0778</b> .
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation

**STEP 6**: Select the **View Employer Report Status, Errors, and Notice Information** link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

View Employer Report Status, Errors, and Notice Information
View current employer report status information, and error information for previously submitted wage data.

The system displays the Query Attestation page.

	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification t	o Query the SSA Business Services Online
l understand that the files. I certify that I am the i data and receive em	Social Security Administration (SSA) will validate the information I provide against the information in SSA's ndividual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the ployee wage information for the employer.
By selecting the "I Ac Services Online.	cept" button, you certify that you have read, understand and agree to the user certification of Business

**STEP 7**: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.

(To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

BSO M	Aain Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout
BSO Help	
	Employer Report Selection
Please read the following information before c	ontinuing:
Employer report information is displaye Reports that have not yet been process Processed money totals may not reflec This information should not be used fo This information should not be used as	id only for reports submitted after 2002. ed cannot be displayed. I the currently posted amounts. r reconciliation or tax liability purposes. I the basis for a Form W-2c report.
Tax Year	
The Tauly (a sub-the sub-sub-sub-sub-sub-sub-sub-sub-sub-sub-	

- **STEP 8**: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.
- **STEP 9**: Select the **Continue** button. The system displays the Employer Report Information page (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.).

BSO Help		BSU Main Menul	DOO Information Links of the		. Kanala and Kan		
BSO Help		poor man, meno,	BSO Information Links   Conta	ICT SSA	Keyboard Na	vigation   <mark>Logo</mark>	ut
			E				
			Employer Report	Inform	ation		
eport Informatio	n for EIN: 00-999	19999, Tax Year: 2005					
r the tax year yo stailed informatio	ou have selecte in for a particula	1, there are a total of 8 re r report.	ports. Select the results displayed	in the Re	port Status colun	nn for an explana	tion of status codes. S
IPORTANT: If the soubmit a file, ind till be processed sport is COMPLE P: Use your bro lote: Detailed in	e submission sh Iude any report: again if it conta TE can only be i weser menu Sa oformation is no	ows one or more reports ; that show COMPLETE si ns changes. This can cau nade by filing a W-2c report we As or Print feature if y t available for reports wi	in RETURN status, view and correct tatus also, but make NO changes in ise serious tax consequences for e ort. you wish to save or print this page th a status of IN PROCESS.	ct errors k n the COI employee e for your	efore resubmittin IPLETE reports. s and the employ records.	ng. When you A COMPLETE re rer. Corrections a	oort fter a
Report Type	Processed W-2 Count	So	Processed cial Security Wages, Medicare, and Jeral Taxable Income		Report Status	Status Date	* Employer Report Details
REGULAR	×1	SS Wages: Medicare: Fed Taxable:	\$4,	\$0.00 \$0.00 ,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:	\$100,	\$0.00 \$0.00 ,000.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:	\$	\$0.00 \$0.00 \$463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:	\$10,	\$0.00 \$0.00 ,000.00	COMPLETE	12/08/2005	Details
		Element.	Correct		and and an and an		NO 10. 11
CORRECTION		SS Wages: Medicare: Fed Taxable:	\$	\$11.00 \$454.00 \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	SS Wages: Medicare: Fed Taxable:	Correct	\$0.00 \$0.00 \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	1	SS Wages: Medicare: Fed Taxable:	Correct \$100,	\$0.00 \$0.00 ,000.00	COMPLETE	12/08/2005	Details
		SS Wages:	\$347,033, \$1,405,036,	,057.75 ,664.27 334.86	COMPLETE	02/24/2006	Details

**STEP 10**: Select the link in the **Report Status** column to display the processing status for the specific submission. The system displays the Explanation of Processing Status Codes pop-up window.



- **STEP 11**: Review the status of your employer submission, which is located at the top of the pop-up window.
- **STEP 12**: Select the **Close Browser Window** button to close the pop-up window. The system returns you to the Employer Report Information page.
- **STEP 13**: Select the **Return to Employer Report Selection** button. The system displays the Employer Report Selection page.

## LESSON 2: VIEW EMPLOYER REPORT DETAILED INFORMATION PAGE

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



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

- **STEP 1**: Point your browser to the BSO Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **STEP 2**: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome   BSO Information   Keyboard Mavigation	
	Log In to BSO	BSO 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  Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.  Need to complete your phone registration?	Image:	
	Have a question? Call <b>1-800-772-6270</b> 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 <b>1-800-325-0778</b> .	
www.socialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	

**STEP 3**: Enter your User ID and password.

- STEP 4: Select checkbox indicating "I Accept" after reading the conditions defined on the Log In to BSO page. Select the Login button to display the BSO Main Menu page (To return to the BSO Welcome page, select the Cancel button.).
- STEP 5: Select the View File/Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name / SSN Errors View report status, errors and notice information



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

**Business Services Online** 14 Social Security Online BSO Main Menu | BSO Information | Contact Us | Keyboard Navigati ww.<u>s</u>ocialsecurity.gov View File / Wage Report Status without Name/SSN 1 LOGOUT Errors BSO Main Menu > View File / Wage Report Status without Name / SSN Errors **Online Services Availability** View Submission Status, Errors, and Notice Information Monday-Friday: 5 AM - 1 AM EST View current submission status, resubmission notices, and error information for previously submitted wage data. Saturday: 5 AM - 11 PM EST • Sunday: 8 AM - 11:30 PM EST View Employer Report Status, Errors, and Notice Information DON'T USE YOUR BROWSER'S View current employer report status information, and error information for previously submitted wage data. BACK BUTTON 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.<u>s</u>ocialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

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

STEP 6: Select the View Employer Report Status, Errors, and Notice Information link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

View Employer Report Status, Errors, and Notice Information View current employer report status information, and error information for previously submitted wage data.

The system displays the Query Attestation page.

	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification t	o Query the SSA Business Services Online
l understand that the files. I certify that I am the i data and receive em	Social Security Administration (SSA) will validate the information I provide against the information in SSA's ndividual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the ployee wage information for the employer.
By selecting the "I Ac Services Online.	cept" button, you certify that you have read, understand and agree to the user certification of Business

**STEP 7**: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.

(To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

	bookar occurry's business berriess on me (Bob)	
BSO	Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout	
BSO Help		
	Employer Report Selection	
Please read the following information before o	continuing:	
<ul> <li>Employer report information is display,</li> <li>Reports that have not yet been process</li> <li>Processed money totals may not refler</li> <li>This information should not be used for</li> <li>This information should not be used a</li> </ul>	ed only for reports submitted after 2002. sed cannot be displayed. ct the currently posted amounts. or reconciliation or tax liability purposes. is the basis for a Form W-2c report.	
Tax Year		
	here earned	
The Tax Year is the year in which the wages w	vere comed.	

- **STEP 8**: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.
- **STEP 9**: Select the **Continue** button. The system displays the Employer Report Information page (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.).

			Social Security's Business S	envices 0	(DSU)		
		BSO Main Mer	U   BSO Information Links   Cont	act SSA	Keyboard Na	vigation   Logo	ut
BSO Help							
			Employer Dependence	Inform	ation		
			Employer Report	inform	lation		
eport Information	for EIN: 00-99	99999, Tax Year: 2005					
or the tax year yo etailed informatio	u have selecte n for a particula	ed, there are a total of a ar report.	8 reports. Select the results displaye	d in the Re	eport Status colur	nn for an explana	tion of status codes. Selec
MPORTANT: If the esubmit a file, inc vill be processed eport is COMPLE <sup>-</sup> IP: Use your bro	submission si lude any report again if it conta TE can only be wser menu Sa	hows one or more repo is that show COMPLET ins changes. This can made by filing a W-2c r ave As or <i>Print</i> feature	orts in RETURN status, view and corre E status also, but make NO changes cause serious tax consequences for eport. if you wish to save or print this pag	ect errors t in the COI employee ge for your	pefore resubmitti MPLETE reports. s and the employ records.	ng. When you A COMPLETE rej /er. Corrections a	port ifter a
Note: Detailed in Report Type	formation is no Processed W-2 Count	ot available for reports	s with a status of IN PROCESS, Processed Social Security Wages, Medicare, and		Report Status	Status Date	^ Employer Report Details
REGULAR	sŤ.	SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$0.00 \$0.00 4,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:	\$100	\$0.00 \$0.00 \$0.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:		\$0.00 \$0.00 \$463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:	\$10	\$0.00 \$0.00 0,000.00	COMPLETE	12/08/2005	Details
CORRECTION	1	SS Wages: Medicare: Fed Taxable:	Correct	\$11.00 \$454.00 \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	SS Wages: Medicare: Fed Taxable:	Correct	\$0.00 \$0.00 \$0.00	COMPLETE	12/08/2005	Details
CORRECTION		SS Wages: Medicare: Fed Taxable:	Correct	\$0.00 \$0.00 2,000.00	COMPLETE	12/08/2005	Details
REGULAR	8	SS Wages: Medicare: Fed Taxable:	\$347,033 \$1,405,036 \$762,779	3,057.75 5,664.27 9,334.86	COMPLETE	02/24/2006	Details
	0	Options	1				

**STEP 10**: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.

		BSO Main Me	nu   BSO Informa	ition Links   Cont	act SSA   Keyboard Na	vigation ( Logout	
SO Hel	p						
			-	D			
			Employe	r Report Det	alled Information		
t Informa	ation for EIN: 00-9999	999, Tax Year: 200	15				
the resu	Its displayed in the <i>Re</i>	eport Status columr	for an explanation	of status codes.			
TANT: R	eports that have been	processed to COM	IPLETE should not	be changed if the fi	e is resubmitted.		
Jse your	browser menu Save	As or <i>Print</i> featu	re if you wish to sa	ve or print this pa	je for your records.		
	Derest Trees		DEOLULAE				
	Status Date:		10/21/200	5 En	port Status: iployment Type:	Regular	
	Earnings Control	l Number:	50218500	1001 Ta	x Jurisdiction:	Domestic Form V	V-2
	Reported W-2 Co	ount:	0000001	Es	ablishment Number:		
	Processed W-2	Count:	3				
		MM		Reported	Processed	Amended	
	SS Wages			\$0.	\$0.00	NOT	APPLICABLE
	SS Tips			\$0	00 \$0.00	NOT	APPLICABLE
	Medicare Wage	s and Tips		\$0	00 \$0.00	NOT	APPLICABLE
	Federal Taxable	Income		\$4,455	00 \$4,455.00	) NOT	APPLICABLE
	Op	otions					
	P	D.C.		10000			
		Return to	Employer Report In	formation	page.	Report Information	
							-
		Return to	Employer Report 9	Selection	Poturn to the Employer	Ponort Soloction nado	

### LESSON 3: VIEW ERROR INFORMATION FOR PREVIOUSLY SUBMITTED WAGE DATA

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



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	Business Services Online	
Social Security Unline		
www.sociaisecurity.gov	BSO <u>w</u> eicome   BSO information   Keyboard <u>N</u> avigation	
	Comparison Log In to BSO	BSO HELP
	BSO Welcome ≥ Login	
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST     Saturday: 5 AM - 11 PM EST	User ID:	
<ul> <li>Sunday: 8 AM - 11:30 PM EST</li> </ul>	(formerly referred to as PIN)	
	Password: Forgot your password?	
DON'T USE YOUR BROWSER'S BACK BUTTON	(not case sensitive)	
	I understand that the Social Security Administration (SSA) will validate the information I	
Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	provide against the information in SSA's files. I certify that:	
	<ul> <li>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.</li> </ul>	
Need to complete your phone registration?	<ul> <li>I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.</li> </ul>	
	<ul> <li>I am aware that any person who knowingly and willingly 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.</li> </ul>	
	I am authorized to do business under this User ID.	
	By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.	
	Cancel	
	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   Keyboard Navigation	

- **STEP 3**: Enter your User ID and password.
- STEP 4: Select the checkbox indicating "I Accept" after reading the conditions defined on the Log In to BSO page. Select the Login button to display the BSO Main Menu page (To return to the Business Services Online Welcome page, select the Cancel button.).
- STEP 5: Select the View File/Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name / SSN Errors View report status, errors and notice information



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

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation
	View File / Wage Report Status without Name/SSN Errors
	BSO Main Menu > View File / Wage Report Status without Name / SSN Errors
Online Services Availability	
Monday-Friday: 5 AM - 1 AM EST     Saturday: 5 AM - 11 PM EST     Sunday: 8 AM - 11:30 PM EST	View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information View current employer report status information, and error information for previously submitted wage data.
BACK BUTTON	BSO Main Menu
	Have a question? Call <b>1-800-772-6270</b> 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 <b>1-800-325-0778</b> .
www.socialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard Navigation

#### STEP 6: Select the View Employer Report Status, Errors, and Notice Information link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

View Employer Report Status, Errors, and Notice Information

View current employer report status information, and error information for previously submitted wage data.

The system displays the Query Attestation page.

	Social Security Online Business Services Online
	Social Security's Business Services Online (BSO)
	Query Attestation
User Certification to Q	uery the SSA Business Services Online
l understand that the Soc files. I certify that I am the indi data and receive employ	ial Security Administration (SSA) will validate the information I provide against the information in SSA's vidual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the vee wage information for the employer.
By selecting the "I Accept Services Online.	ot" button, you certify that you have read, understand and agree to the user certification of Business
	I Accept I DO NOT Accept

**STEP 7**: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.

(To return to the BSO Main Menu page, select the I DO NOT Accept button.)

	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		
	Employer Report Selection	
Please read the following information before	continuing:	
Employer report information is display     Reports that have not yet been proces     Processed money totals may not refle     This information should not be used a     This information should not be used a	yed only for reports submitted after 2002. seed cannot be displayed. act the currently posted amounts. for reconciliation or tax liability purposes. as the basis for a Form W-2c report.	
Tax Year		
The Tax Year is the year in which the wages v	were earned.	
Please Choose a Tax Year:	2007 💌	
	Continue	

- **STEP 8**: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.
- **STEP 9**: Select the **Continue** button. The system displays the Employer Report Information page (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.).

			Social Security's Busi	mess Services (	Jilline (BSO)		
		BSO Main M	1enu   BSO Information Link:	s   Contact SSA	V Keyboard Na	ivigation   Logo	out
BSO Help							
			Employer R	eport Inform	mation		
port Information	for EIN: 00-99	99999, Tax Year: 2/	003				
the tax year yo	u have selecte	d, there are a total	of 7 reports. Select the results r	displayed in the R	eport Status colur	mn for an explana	ation of status codes. Se
ailed information	n for a particula	r report.					
l be processed bort is COMPLET <b>': Use your bro</b>	again if it contai (E can only be r wser menu <i>Sa</i>	ins changes. This c made by filing a W-: we As or <i>Print</i> feat	an cause serious tax conseque 2c report. ture if you wish to save or print	nces for employee	es and the emplo ir records.	yer. Corrections a	after a
ote: Detailed ini Report Type	formation is no Processed W-2	nt available for repo	orts with a status of IN PROCE Processed Social Security Wages,	ESS.	Report Status	Status Date	' Employer Report Details
	Count	100 - Y.	Medicare and				
			Federal Taxable Income				
REGULAR	9999	SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$64,000,000.00 \$36,000,000.00	COMPLETE	07/08/2003	Details
REGULAR	9999	SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$64,000,000.00 \$36,000,000.00 \$42,111,111.00 \$44,111,111.00 \$33,111,111.00	COMPLETE	07/08/2003	Details Details
REGULAR REGULAR REGULAR	9999	SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$64,000,000.00 \$36,000,000.00 \$42,111,111.00 \$33,111,111.00 \$62,000,000.00 \$64,000,000.00 \$36,000,000.00	COMPLETE COMPLETE COMPLETE	07/08/2003	Details Details Details
REGULAR REGULAR REGULAR REGULAR	9999 9999 9999 3	SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$64,000,000.00 \$42,111,111.00 \$33,111,111.00 \$62,000,000.00 \$64,000,000.00 \$66,000,000.00 \$66,666,66 \$0.00 \$6,666,66	COMPLETE COMPLETE COMPLETE COMPLETE	07/08/2003 07/08/2003 07/08/2003 10/08/2003	Details Details Details Details
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REGULAR REGULAR REGULAR REGULAR REGULAR	9999 9999 9999 3 1 11	SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$64,000,000.00 \$42,111,111.00 \$33,111,111.00 \$62,000,000.00 \$64,000,000.00 \$66,666,66 \$0.00 \$6,666,66 \$1,000,20 \$1,000.20 \$1,100.00 \$1,100.00 \$1,100.00	COMPLETE COMPLETE COMPLETE RETURN COMPLETE	07/08/2003 07/08/2003 07/08/2003 10/08/2003 10/28/2003 10/28/2003 11/21/2003	Details Details Details Details Details Details Details Details
REGULAR REGULAR REGULAR REGULAR REGULAR REGULAR CORRECTION	9999 9999 9999 3 1 11 510	SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$54,000,000.00 \$36,000,000.00 \$42,111,111.00 \$33,111,111.00 \$44,010,000.00 \$64,000,000.00 \$36,000,000.00 \$36,666,666 \$0,00 \$6,666,66 \$1,000,20 \$1,000,20 \$1,000,20 \$1,100.00 \$1,100.00 \$1,100.00 \$1,100.00 \$1,100.00 \$1,100.00 \$1,100.00 \$1,000.20 \$1,000.20 \$1,000.20 \$1,000.20 \$1,000.20 \$1,000.20 \$1,000.20 \$1,000.20 \$1,000.00 \$0,000	COMPLETE COMPLETE COMPLETE COMPLETE RETURN COMPLETE RETURN	07/08/2003 07/08/2003 07/08/2003 10/08/2003 10/28/2003 11/21/2003 11/21/2003	Details Details Details Details Details Details Details Details
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REGULAR REGULAR REGULAR REGULAR REGULAR CORRECTION	99999 99999 3 1 11 510	SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: Fed Taxable:	Federal Taxable Income	\$62,000,000.00 \$54,000,000.00 \$42,111,111.00 \$44,111,111.00 \$52,000,000.00 \$64,000,000.00 \$66,666,66 \$1,000 \$6,666,66 \$1,000.20 \$1,000.20 \$1,100.20 \$1,100.00 \$1,100.00 \$1,100.00 \$1,100.00 \$1,100.00	COMPLETE COMPLETE COMPLETE RETURN COMPLETE RETURN	07/08/2003 07/08/2003 07/08/2003 10/08/2003 10/28/2003 11/21/2003 11/21/2003	Details Details Details Details Details Details Details Details

**STEP 10**: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.

			1 1 >				
	BSO Main Me	nu   BSO Information Links	Contact SSA	Keyboard Navigatio	nıLogout		
JO HEI							
		Employer Report	Detailed Inf	ormation			
rt Informa	ation for EIN: 00-9999999, Tax Year: 200	3					
t the resul	Its displayed in the <i>Report Status</i> columr	i for an explanation of status code	es.				
RTANT: R	eports that have been processed to COM	IPLETE should not be changed if	f the file is resubm	nitted.			
				integ.			
Use your	<sup>,</sup> browser menu S <i>ave As</i> or <i>Print</i> featur	re if you wish to save or print thi	is page for your r	ecords.			
	Report Type:	REGULAR	Report Status	:	COMPLETE		
	Status Date:	07/08/2003	Employment T	ype:	Agricultural		
	Earnings Control Number:	12345678910	Tax Jurisdicti	on:	Domestic Form W	-2	
	Reported W-2 Count: Processed W-2 Count:	8888888 9999	Establishmen	t Number:	1111		
		Reported		Processed	Amended		
	SS Wages	\$1,200,00	00,000,000.00	\$62,000,000.00	\$38	\$38,000,000.00	
	SS Tips	\$1,600,00	0,000,000.00	\$63,000,000.00	\$42	,000,000.00	
	Medicare Wages and Tips	\$1,400,00	00.000,000.00	\$64,000,000.00	\$40	,000,000.00	
	Federal Taxable Income	\$1,000,00	00,000,000.00	\$36,000,000.00	NOT A	PPLICABLE	
				la X	A.		
	(1996)	View	v Errors	NO.V			
	<u>X'</u>			1010			
	Options				and i		
	r J	All and a second se		a the Feedback Dec.	Information:		
	Return to I	Employer Report Information	page.	o the Employer Report	information		
		part and a second se					

**STEP 11**: Select the **View Errors** link to display all errors for the report. The system displays the All Errors for Report page.



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

BSC	Main Menu   BSO Information Links   Contact	SSA   Keyboard Navigation   Logo	ut
<u>ل</u> ر ا			
	All Errors for Re	eport	
n for FIN: 00-9999999 Tax	Year: 2003		
s displayed in the <i>Report St</i> view detailed information fo ne submission shows one	tus column for an explanation of status codes. a particular report. r more reports in RETURN status, view and correct er	ors before resubmitting. When you res	ubmit
s displayed in the <i>Report Sta</i> view detailed information for ne submission shows one i y reports that show COMPLI n if it contains changes. This an only be made by filing a v prowser menu <i>Save As</i> or Report Status	tus column for an explanation of status codes. a particular report. The status also, but make NO changes in the COMPLE can cause serious tax consequences for employees 4-2c report. Print feature if you wish to save or print this page for Error Description	ors before resubmitting. When you res TE reports. A COMPLETE report will be and the employer. Corrections after a re your records.	ubmit a aport
s displayed in the <i>Report Sta</i> view detailed information for ne submission shows one y reports that show COMPLI n if it contains changes. This an only be made by filing a v prowser menu <i>Save As</i> or Report Status COMPLETE	tus column for an explanation of status codes. a particular report. The reports in RETURN status, view and correct en TE status also, but make NO changes in the COMPLE can cause serious tax consequences for employees A-2c report. Print feature if you wish to save or print this page for Error Description Invalid Names and/or SSNs	ors before resubmitting. When you res TE reports. A COMPLETE report will be and the employer. Corrections after a re your records.	ubmit eport
s displayed in the <i>Report Sta</i> view detailed information for ne submission shows one i y reports that show COMPLI n if it contains changes. This an only be made by filing a v prowser menu Save As or Report Status COMPLETE	tus column for an explanation of status codes. a particular report. r more reports in RETURN status, view and correct en ETE status also, but make NO changes in the COMPLE can cause serious tax consequences for employees 4-2c report. Print feature if you wish to save or print this page for Error Description Invalid Names and/or SSNs	ors before resubmitting. When you res ETE reports. A COMPLETE report will be and the employer. Corrections after a re your records.	ubmit 9 3port Details
s displayed in the <i>Report Sta</i> view detailed information for ne submission shows one y y reports that show COMPLI n if it contains changes. This an only be made by filing a v prowser menu <i>Save As</i> or Report Status COMPLETE	tus column for an explanation of status codes. a particular report. r more reports in RETURN status, view and correct err ETE status also, but make NO changes in the COMPLE can cause serious tax consequences for employees 4-2c report. Print feature if you wish to save or print this page for Error Description Invalid Names and/or SSNs	ors before resubmitting. When you res ETE reports. A COMPLETE report will be and the employer. Corrections after a re your records. Importance INFORMATIONAL	ubmit 3 sport Details

**STEP 12**: Select the **Details** link in the right-hand column of the specific error description. The system displays the Detailed Information for Error page.

				4
	BSO Main Menu (BS	O Information Lin	s   Contact SSA   Keyboard Navigation	Logout
elp				
_		Detailed In Invalid Nan	ormation for Error	
		Report Nur	nber 0000000001	
ation for EIN: 00-9	9999999, Tax Year: 2003			
ur browser menu	Save As or Print feature if you	wish to save or prin	this page for your records.	
Employer N		i i	Tax Year: 2003	
Employer E	IN: 00-9999999		Establishment Number: 1113	
Employer E	mpioyment Type: Agricultural		Reported W-2 Count: 8888888	
			P	
Tax Jurisdi Importance Error Descr agree with o	ction: Domestic Form W-2 : INFORMATIONAL (iption: Some Employee Wage R our records. This may be due to a	ecords in the wage re a data processing err	Processed W-2 Count: 9999 port contain Names and/or Social Security Nur r. Check the structure of the wage report to ens	nbers (SSNs) that do not sure that Names and SSNs
Tax Jurisdi Importance Error Descr agree with or are in the pin not blank; b middle nam Please chei card; b) the not contain	ction: Domestic Form W-2 : INFORMATIONAL inption: Some Employee Wage R our records. This may be due to a roper positions in the RW Record ) the name agrees with the indivi- e and last name are provided in ck all SSNs to ensure that. a) the SSN is nine (9) numeric charact "111111111", "333333333" or "1 Reported Al Zeros	lecords in the wage ro data processing err is. Also, please check dual's name exactly a separate fields; d) th SSN agrees with the ers and does not con 23456789"; d) the SS Non-Zero or Incompl	Processed W-2 Count: 9999 port contain Names and/or Social Security Nur r. Check the structure of the wage report to ens : all names to ensure that a) the first name and it is shown on the individual's Social Security e individual's title (Mr., Mrs., etc.) is not included individual's SSN exactly as it is shown on the in ain letters, blanks, spaces, hyphens, prefixes of N does not begin with "8" or "9", and e) the SSN Wissing Failed to Total Failed ste SSNs Match SSNs	nbers (SSNs) that do not sure that Names and SSNs yor the last name fields ar card; c) the first name, in any of the name fields, ndividual's Social Security r suffixes; c) the SSN does lis not in reverse order.
Tax Jurisdi Importance Error Descr agree with d are in the pi not blank; b middle nam Please che card; b) the not contain	ction: Domestic Form W-2 : INFORMATIONAL inption: Some Employee Wage R bour records. This may be due to a roper positions in the RW Record ) the name agrees with the indivi te and last name are provided in ck all SSNs to ensure that: a) the SSN is nine (9) numeric character "111111111", "333333333" or "1 Reported All Zeros 9999	tecords in the wage ra a data processing erm is. Also, please checi dual's name exactly a separate fields; d) th SSN agrees with the ers and does not com 23456789"; d) the SS Non-Zero or Incompl 0	Processed W-2 Count; 9999 port contain Names and/or Social Security Nur, r. Check the structure of the wage report to ensure all names to ensure that a) the first name and sit is shown on the individual's Social Security individual's title (Mr., Mrs., etc.) is not included individual's SN exactly as it is shown on the in ain letters, blanks, spaces, hyphens, prefixes o N does not begin with "8" or "9", and e) the SSN Missing Failed to Match 9999 19998	nbers (SSNs) that do not sure that Names and SSNs yor the last name fields ar card; c) the first name, in any of the name fields, ndividual's Social Security r suffixes; c) the SSN does I is not in reverse order.
Tax Jurisdi Importance Error Desc agree with are in the pi not blank; b middle nam Please che card; b) the not contain	ction: Domestic Form W-2 : INFORMATIONAL injution: Some Employee Wage R our records. This may be due to a roper positions in the RW Record ) the name agrees with the indivi- te and last name are provided in ck all SSNs to ensure that. a) the SSN is nine (9) numeric charact "111111111", "333333333" or "1 Reported All Zeros 9999	tecords in the wage ra a data processing err is. Also, please check dual's name exactly a separate fields; d) th SSN agrees with the ers and does not con 23456789"; d) the SS I Non-Zero or Incompl 0	Processed W-2 Count: 9999 port contain Names and/or Social Security Nur r. Check the structure of the wage report to ens all names to ensure that a) the first name and is it is shown on the individual's Social Security individual's title (Mr., Mrs., etc.) is not included individual's SSN exactly as it is shown on the in ain letters, blanks, spaces, hyphens, prefixes on N does not begin with "8" or "9", and e) the SSN Wissing Failed to SSN 9999 19998	nbers (SSNs) that do not sure that Names and SSN: Yor the last name fields ar card; c) the first name, in any of the name fields, I any of the name fields, dividual's Social Security r suffixes; c) the SSN does I is not in reverse order.
Tax Jurisdi Importance Error Descr agree with d are in the pi not blank; b middle nam Please che card; b) the not contain	ction: Domestic Form W-2 : INFORMATIONAL inption: Some Employee Wage R pour records. This may be due to a roper positions in the RW Record ) the name agrees with the indivi- te and last name are provided in ck all SSNs to ensure that. a) the SSN is nine (9) numeric characth "111111111", "333333333" or "1. Reported All Zeros 9999 Options	lecords in the wage ra a data processing ern is. Also, please checi dual's name exactly a separate fields; d) th SSN agrees with the ers and does not con 23456789"; d) the SS I Non-Zero or Incompl 0	Processed W-2 Count: 9999 port contain Names and/or Social Security Nur r. Check the structure of the wage report to ens all names to ensure that a) the first name and s it is shown on the individual's Social Security individual's title (Mr., Mrs., etc.) is not included individual's SNe exactly as it is shown on the in ain letters, blanks, spaces, hyphens, prefixes of N does not begin with "8" or "9"; and e) the SSN Missing tet SSNs B999 19998	nbers (SSNs) that do not sure that Names and SSN Wor the last name fields ar card; c) the first name, in any of the name fields, ndividual's Social Security r suffixes; c) the SSN doe: I is not in reverse order.
Tax Jurisdi Importance Error Descr agree with of are in the pi not blank; b middle nam Please che card; b) the not contain	ction: Domestic Form W-2 : INFORMATIONAL ription: Some Employee Wage R poor records. This may be due to a roper positions in the RW Record ) the name agrees with the indivi- te and last name are provided in ok all SSNs to ensure that: a) the SSN is nine (9) numeric charact "111111111", "333333333" or "1 Reported All Zeros 9999 Options All Errors	ecords in the wage re a data processing error is. Also, please check dual's name exactly a separate fields; d) th SSN agrees with the ers and does not con 23456789"; d) the SS I Non-Zero or Incompl 0 for Report	Processed W-2 Count: 9999 port contain Names and/or Social Security Nur r. Check the structure of the wage report to ens all names to ensure that a) the first name and st it is shown on the individual'S Social Security individual's title (Mr., Mrs., etc.) is not included individual'S SN exactly as it is shown on the in ain letters, blanks, spaces, hyphens, prefixes of N does not begin with "8" or "9", and e) the SSN Wissing Failed to SSNs Social Security 9999 19998 View All Errors for this Report.	mbers (SSNs) that do not sure that Names and SSN. Wor the last name fields ar card; c) the first name, in any of the name fields. Social Security or suffixes; c) the SSN does l is not in reverse order.

**STEP 13**: Select the **All Errors for Report** button after reviewing the error information to return to the All Errors for Report page.

## LESSON 4: VIEW SOCIAL SECURITY NUMBER/NAME VALIDATION NOTICES

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



Access to this service may not be requested if you did not provide an EIN when you registered.

- **STEP 1**: Point your browser to the BSO Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **STEP 2**: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www.gocialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	
	Log In to BSO	BSO HELP
Online Services Availability		
Monday-Friday: S AM - 1 AM EST     Saturday: S AM - 11 PM EST     Sunday: B AM - 11:30 PM EST  DON'T USE YOUR BROWSER'S BACK BUTTON  Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.  Need to complete your phone registration?	Lear ID:	
	Have a question? Call <b>1-800-772-5270</b> 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 <b>1-800-325-0778</b> .	
www.socialsecurity.gov	BSO Welcome   BSO Information   Keyboard Mavigation	

**STEP 3**: Enter your User ID and password.

- STEP 4: Select the checkbox indicating "I Accept" after reading the conditions defined on the Log In to BSO page. Select the Login button to display the BSO Main Menu page (To return to the BSO Welcome page, select the Cancel button.).
- STEP 5: Select the View File/Wage Report Status with Name/SSN Errors link.

View File / Wage Report Status with Name / SSN Errors View report status, errors and notice information



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

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

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	
	View File / Wage Report Status with Name / SSN Errors	LP
	BSO Main Menu > View File / Wage Report Status with Name / SSN Errors	
Online Services Availability		
<ul> <li>Monday-Friday: 5 AM - 1 AM EST</li> <li>Saturday: 5 AM - 11 PM EST</li> <li>Sunday: 8 AM - 11:30 PM EST</li> </ul>	View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data including name and Social Security Number errors.	
DON'T USE YOUR BROWSER'S BACK BUTTON	View Employer Report Status, Errors, and Notice Information View current employer report status information, Social Security Number and Name Validation notices, and erro information for previously submitted wage data including name and Social Security Number errors.	l
	BSO Main Menu	
	Have a question? Call <b>1-800-772-6270</b> 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 <b>1-800-325-0778</b> .	
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	

STEP 6: Select the View Employer Report Status, Errors, and Notice Information link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

View	Emple	oyer	Report	t Status,	Errors,	and N	lotice	Inform	nation	
1 5				1		· · · · · · ·	Lund Long	1.61	1. 1. 1. 1.	

View current employer report status information, Social Security Number and Name Validation notices, and error information for previously submitted wage data including name and Social Security Number errors.

The system displays the Query Attestation page.

Social Security Online Business Services Online Social Security's Business Services Online (BSO)
Query Attestation
User Certification to Query 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 attest to the accuracy of the data and 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 7**: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Employer Report Selection page.

(To return to the BSO Main Menu page, select the I DO NOT Accept button.)

	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
BSO Help	BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout
	Employer Report Selection
Please read the following information	before continuing:
<ul> <li>Employer report information is</li> <li>Reports that have not yet beer</li> <li>Processed money totals may</li> <li>This information should not b</li> <li>This information should not b</li> </ul>	s displayed only for reports submitted after 2002. n processed cannot be displayed. not reflect the currently posted amounts. e used for reconciliation or tax liability purposes. e used as the basis for a Form W-2c report.
Tax Year	
Please Choose a Tax Year.	2007 V
	Continue Cancel

- **STEP 8**: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year field.
- **STEP 9**: Select the **Continue** button. The system displays the Employer Report Information page (Otherwise, select the **Cancel** button to return to the BSO Main Menu page).

		BSO Main Menu	I BSO Information Links   Cont	tact SSA	(Keyboard Na	ivigation   Logo	out
DOO LINE							
BSO Help							
			Employer Report	t Inforn	nation		
port Information	for EIN: 00-99'	99999, Tax Year: 2003					
the tax year yo	u have selecte <sup>.</sup>	d, there are a total of 7	reports. Select the results displaye	d in the R	eport Status colur	mn for an explana	ation of status codes. Se
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oort is COMPLET •: Use your broven ote: Detailed init	'E can only be r wser menu Sa formation is nc	nade by filing a W-2c re ve As or Print feature i nt available for reports	port. if you wish to save or print this pag with a status of IN PROCESS.	ge for you	r records.		
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**STEP 10:** Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.

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**STEP 11**: You can either select the **View Name/SSN Validation Notice** link or the **View Errors** link. Go to <u>Step 12</u> if you want to view the Name/SSN Validation notice. Because the notice displays only a limited number of SSNs, more information may be obtained by

viewing the Detailed Information for Error – Invalid Names and/or SSNs page via the **View Errors** link. Go to <u>Step 14</u> to use the **View Errors** link.

**STEP 12**: Select the **View Name/SSN Validation Notice** link to display a facsimile of the notice mailed to you. It will contain up to 500 SSNs that failed to match SSA's records. The system displays the Name/SSN Validation Notice.



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

Establishment Number: K051 MRN: 31518500005 WFID: 501125-01 Why You Are Getting This Letter Some employee names and Social Security numbers that you reported on the Wage and Tax Statements (Forms W-2) for tax year 2003 do not agree with our records. We need corrected information from you so that we can credit your employees' earnings to their Social Security records. It's important because these records can determine if someone is entitled to Social Security retirement, disability and survivors benefits, and how much he or she can receive. If the information you report to us is incorrect, your employee may not get benefits he or she is due There are several common reasons why the information reported to us doesn't agree with our records, including: Errors were made in spelling an employee's name or listing the Social Security number: An employee did not report a name change following a marriage or divorce; and The name or Social Security number was incomplete or left blank on the W-2 report sent to the Social Security Administration **IMPORTANT** This letter does not imply that you or your employee intentionally gave the government wrong information about the employee's name or Social Security number. Nor does it make any statement about an employee's immigration status.

See Next Page Visit our website at www.socialsecurity.gov
CECUD.
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You should not use this letter to take any adverse action against an employee just because his or her Social Security number appears on the list, such as laying off, suspending, firing, or discriminating against that individual. Doing so could, in fact, violate state or federal law and subject you to legal consequences. For Spanish-speaking individuals: Esta carta y los documentos adjuntos proveen información sobre las acciones que usted debe tomar para corregir algunos de los nombres y números de Seguro Social que informó en los Comprobantes de Retribuciones e Impuestos (formularios W-2, "Wage and Tax Statements", en inglés) de sus empleados. Si usted necesita una traducción de esta carta, por favor llámenos al número de teléfono gratis, 1-800-772-1213, de 7:00 a.m. a 7:00 p.m. de lunes a viernes. Esta carta no implica que usted ni su empleado intencionalmente proveyeron información incorrecta al gobierno sobre el nombre o número de Seguro Social del empleado. Tampoco hace ninguna declaración sobre el estado de inmigración de su empleado.
Page 3 of 10
If You Have Any Questions If you have any questions, please call us toll-free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m., Monday through Friday. We can answer most questions over the phone. You can also write us at the address shown on the first page of this letter. If you call, please have this letter with you. It will help us answer your questions. Also, general program information is available from our website at www.socialsecurity.gov/employer.
Mattie L. Smith
Mattie L. Smith Assistant Regional Commissioner Processing Center Operations
□Page 4 of 10
SOCIAL SECURITY NUMBERS THAT DO NOT MATCH OUR RECORDS 001-00-9901 002-00-9901 003-00-9901 004-00-9901 005-00-9901 006-00-9901 007-00-9901 008-00-9901 009-00-9901 010-00-9901 011-00-9901 012-00-9901 013-00-9901 014-00-9901 015-00-9901 016-00-9901 017-00-9901 018-00-9901 019-00-9901 020-00-9901 021-00-9901 022-00-9901 023-00-9901 024-00-9901 025-00-9901 026-00-9901 027-00-9901 028-00-9901

**STEP 13:** Select the **Employer Report Detailed Information** button to return to the Employer Report Detailed Information page.

**STEP 14**: Select the **View Errors** link. The system displays the All Errors for Report page.

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STEP 15: Select the Details link in the Invalid Names and/or SSNs error row. The system displays the Detailed Information for Error - Invalid Names and/or SSNs page. (To return to the Employer Report Detailed Information Page, select the Employer Report Detailed Information button)

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**STEP 16**: Select the **All Errors for Report** button after reviewing the error information to return to the All Errors for Report page.