BSO Tutorial for Tax Year 2008

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- [Request Online SSN Verification](#)
- [Submit an Electronic File for SSN Verification](#)
- [View Status and Retrieval Information](#)
- [View the SSNVS Handbook](#)

LESSON 1: REQUEST AN ONLINE SSN VERIFICATION

Registered users (employers and certain third-party submitters) can verify up to 10 names and Social Security Numbers (SSNs) online and receive immediate results.

In order access the Social Security Number Verification Service (SSNVS) users must first register with the Integrated Registration Services (IRES) and receive a User Identification Number (User ID) and password.

To request access to SSNVS, after you have registered, complete the following steps:

STEP 1: Point your browser to the Business Services Online (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.

STEP 3: Enter your User ID and password.

STEP 4: Select the "I Accept" check box to indicate you have read the user certification statement and agree to its contents. Select the **Login** button from the BSO Login web page. This will open the BSO Main Menu web page.

*To return to the BSO Welcome page, select the **Cancel** button.*

STEP 5: Select the **Social Security Number Verification Service** link.

The system displays the Social Security Number Verification Service menu page.

STEP 6: Select the **Request Online SSN Verification** link.

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

The system displays the SSNVS Attestation page.

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

OMB Approval No. 0960-0660

SSNVS Attestation

Proper Use of Social Security Number Verification Service (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:

    o If used for newly hired workers, verify information on all newly hired workers.

    o 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 contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor relate to wage reporting responsibilities and SSNVS should only be used for wage reporting responsibilities for hired employees. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.

- 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.

- I understand that SSA may ban me and/or the company I represent from the use of SSNVS if SSA determines there has been misuse of the service.

- SSA will advise you when a name and SSN you submitted does not match our records.

    o This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.

    o This response does not make any statement about your employee's immigration status.

    o 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.

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 clients 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.

[I Accept]   [I DO NOT Accept]

STEP 7: Select the **I Accept** button to indicate you have read the SSNVS user certification statement and agree to its contents. The system will then display the SSN Verification page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

STEP 8: In the Employer's EIN field place the EIN of the employer under which wages are to be reported for the names and SSNs being verified. Complete one (1) row for each name and SSN you would like to verify. You must complete all mandatory fields in at least one (1) row before selecting the **Submit** button.

- *The Submitter's EIN field at the top of the page is the EIN of the employer of the user submitting the verification request.*

- *The Employer's EIN, SSN, First Name and Last Name fields are mandatory.*

▪ *The Middle Name, Suffix, Date of Birth (DOB) and Gender fields are optional.*

STEP 9: Select the **Submit** button to process the data (Otherwise, select the **Clear Form** button to delete the data.). The system displays the SSN Verification Results page.

This page will display:

▪ Left-Hand Menu – the Employer's EIN, total number of records submitted, total number of failed verifications, total number of deceased records and total number of verified records.

▪ Body – All of the information submitted by the user plus the verification results code.

If any problems occur with the submission the system will display the Convert to Batch page. Select the **Overnight** *button and SSA will process your request and send you the results within 2 business days. Follow the instructions in* [Lesson 2: Submit an Electronic File for SSN Verification](#) *for more information.*

STEP 10: The SSN submitted for verification matches SSA's records.

The user will see a "-" in the Verification Results field.

For security reasons, if the record has a "-" Verification Result, the first five (5) positions of the SSN will be masked with an "X".

STEP 11: The SSN submitted for verification matches SSA's records but our records indicate the individual is deceased.

The user will see the word "Deceased" in the Results column and a "-"in the Verification Results field.

STEP 12: If there are failed verifications, the number in the Verification Results column displays the reason for the failed verification.

The following are failed verification result code descriptions:

1   SSN is not in SSA's records

2   Name and DOB match; Gender Code does not

3   Name and Gender Code match; DOB does not

4   Name matches: DOB and Gender Code do not

5   Name does not match; DOB and Gender Code not checked

6   SSN did not verify; other reason.

NOTE

For security reasons, if the record has a verification results code of 2, 3, 4 or 6, the first five (5) positions of the SSN will be masked with an "X".

*If the data does not match SSA's records, select the **What to do if Names/SSNs don't match?** link to view important information.*
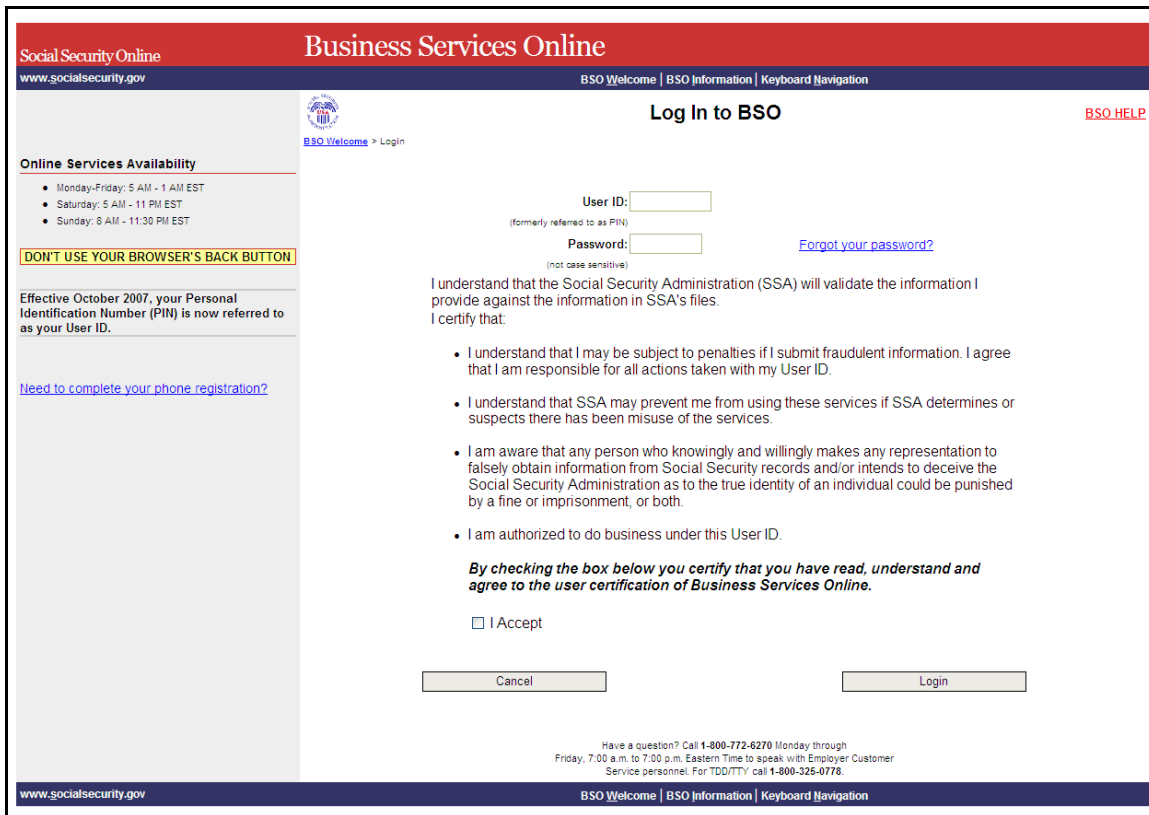
STEP 13: Select the **Verify More SSNs** link to verify additional SSNs (To return to the BSO Main Menu page, select the **BSO Main Menu** link.).

LESSON 2: SUBMIT AN ELECTRONIC FILE FOR SSN VERIFICATION

Follow the instructions below to upload a file containing names and SSNs to be verified by the SSA. The results are usually available the next government business day.

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.

STEP 3:   Enter your User ID and password.

STEP 4:   Select the "I Accept" check box to indicate you have read the user certification statement and agree to its contents. Select the **Login** button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

STEP 5: Select the **Social Security Number Verification Service** link.

The system displays the Social Security Number Verification Service menu page.

STEP 6: Select the **Submit an Electronic File for SSN Verification** link.

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

The system displays the SSNVS Attestation page.

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

OMB Approval No. 0960-0660

SSNVS Attestation

Proper Use of Social Security Number Verification Service (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:

  o If used for newly hired workers, verify information on all newly hired workers.

  o 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 contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor relate to wage reporting responsibilities and SSNVS should only be used for wage reporting responsibilities for hired employees. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.

- 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.

- I understand that SSA may ban me and/or the company I represent from the use of SSNVS if SSA determines there has been misuse of the service.

- SSA will advise you when a name and SSN you submitted does not match our records.

  o This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.

  o This response does not make any statement about your employee's immigration status.

  o 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.

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 clients 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.

[I Accept]   [I DO NOT Accept]

STEP 7: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Submit a File for SSN Verification – Before You Start page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

STEP 8: Select **Continue** after reading the information on the Submit a File for SSN Verification – Before You Start page. The system displays the Submit a File for SSN Verification – Submit Your File page.

(To return to the BSO Main Menu page, select the **Cancel and Quit** button.)

STEP 9: Enter the Employer's EIN of the employer under which wages are to be reported for the names and SSNs being verified. Also select a Submitter's EIN is required. If you know the name of the file you wish to upload, type the file name in the **Select File** field or select a file from your local or network directory by selecting the **Browse** button.

TIPS

- *The file should contain no more than 250,000 SSN verification requests.*

- *If you have over 500 SSN verification requests or you have a slow connection it is recommended that you zip your file using WinZip, PKZIP, or another zip-compatible program.*

STEP 10: Select the **Submit** button. The system displays a file upload in process pop-up window.

Once the file has been transferred, the system displays the Submit a File for SSN Verification – Confirmation page.

TIPS

Be sure to keep a record of your confirmation number. You will need it to track the status of your submitted file.

STEP 11: Select the **OK** button in the pop-up window to print the Submit a File for SSN Verification - Confirmation page.

Microsoft Internet Explorer

? Your file submission was successful.
We recommend that you print or save
a copy of this acknowledgement at this time.
Would you like to print this page now?

[OK]   [Cancel]

Otherwise select the **Cancel** button to close the pop-up window

STEP 12: Select the **Submit Another File** button to submit another file or select the **BSO Main Menu** button to return to the BSO Main Menu page.

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the status of electronic files submitted for overnight processing.

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.

STEP 3: Enter your User ID and password.

STEP 4: Select the "I Accept" check box to indicate you have read the user certification statement and agree to its contents. Select the **Login** button. The system displays the BSO Main Menu page (To return to the Business Services Online Welcome page, select the **Cancel** button.).

STEP 5: Select the **Social Security Number Verification Service** link.

The system displays the Social Security Number Verification Service menu page.

STEP 6: Select the **View Status and Retrieval Information** link.

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

The system displays the SSNVS Attestation page.

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  o This response does not make any statement about your employee's immigration status.

  o 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.

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- 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.

[I Accept]   [I DO NOT Accept]

STEP 7: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Status and Retrieval page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

STEP 8: Select one of the following options to view the status of your submitted file.

Option 1: Enter the specific tracking or confirmation number to view the status of an individual file.

Option 2: Enter a start and end date to view the status of files submitted within a date range.

Option 3: View the 100 most recent SSNVS file submissions associated with your User ID.

If the file you are searching for is not displayed, focus your search by using Option 1 or 2.

TIPS

STEP 9: Select the corresponding **Submit** button. The system displays the Status and Retrieval Results page.

STEP 10: The status and retrieval options are displayed in a table; for a full explanation of each column, click on the column header. This opens a new browser to the SSNVS Help web page which is only accessible when logged into SSNVS.

Select the **Download/View** link in the Retrieval Option(s) column to view your results.

NOTE

      ▪ *For 10 or less SSNs submitted, the results may be downloaded or viewed online.*

      ▪ *For more than 10 SSNs submitted, the results may be downloaded only.*

STEP 11: Select the link in the Status column for more information about the status of your submission, if applicable.

      ▪ *The Available Through column displays the date the Status and/or Results are available to the user.*

      ▪ *Users are able to view or download the results for 30 days from the day they become available.*

      ▪ *After 30 days and up to two (2) years, the user can only view the status of their files.*

      ▪ *During the period files are available, you can download or view them an unlimited number of times.*

Lesson 4: View the SSNVS Handbook

The SSNVS Handbook may either be viewed by logging into the SSNVS application or by selecting the links below. These web pages have links directly to the **SSNVS Handbook**.

- BSO Welcome page – http://www.ssa.gov/bso/

- SSNVS News page – http://www.ssa.gov/employer/ssnvsNews.htm

- SSNVS Information and Instructions to Verify Social Security Numbers Online page – http://www.ssa.gov/employer/ssnv.htm#overview

To access the SSNVS handbook from the SSNVS application, follow the instructions below.

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.

STEP 3: Enter your User ID and password.

STEP 4: Select the "I Accept" check box to indicate you have read the user certification statement and agree to its contents. Select the **Login** button. The system displays the BSO Main Menu page (To return to the BSO Welcome page, select the **Cancel** button.).

STEP 5: Select the **Social Security Number Verification Service** link.

The system displays the Social Security Number Verification Service menu page.

STEP 6: Select the **View Social Security Number Verification Service Handbook** link.

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

The system displays the SSNVS Handbook.