

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

# View Submission Status, Errors, and Notice Information

Contains the following lessons:

- <u>View Current Submission Status</u>
- View Submission Details
- <u>View Report-Level Information for a Submission</u>
- <u>View Resubmission Notices</u>
- <u>View Error Information for Previously Submitted Data</u>

### **LESSON 1: VIEW CURRENT SUBMISSION STATUS**

The View Submission Status, Errors, and Notice Information link should be used by the individual who submitted the file. If you would like to view report level information that was submitted on your behalf by a third party, use the View Employer Report Status, Errors, and Notice Information link. See the *View Employer Report Status/Errors/Notice Information* section for more information.

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

Social Security Online	Business Servi	ces 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: 6 AM - 11:30 PM EST		Business Services ( Welcome to Business Servi	Online ices 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 (I information to the Social Se Access various BSO servic <b>REGISTRATION</b> - If you are started and need to comple	BSO) enables organizations and authorized indivi curity Administration. You must Register to use th tes and functions. e a new user, select the "Register" button to creat te your Registration process, select the "Complet Activate and Access services and functions	iduals to conduct business with and submit is website. Registered users may Request te a password and receive your User ID. If y te <sup>e</sup> button. In either case, after your Registra	confidential t, Activate and /ou have ation is	
BSO Electronic W-2 Filing Handbook     SSIVS Handbook     Video - Software Demonstration     Tutorial     Employer Information     Suite of Services     Apply Egr FIN	LOG IN to REQUEST, AC display the BSO Main Menu Maintenance" to request ac contact information.	TIVATE AND ACCESS FUNCTIONS - Register Then you may access services and functions you tivation of additional services and functions, deac or en Español	red users can select the "Log In" button to li uu have already activated, or you may selec tivate your User ID, and/or change your pa	ogin and t "Account ssword or	
Navigation     Online Security Policy	Log in to Business Se	rvices Online here	Log In		
<u>The Privacy Act and the Freedom of</u> <u>Information Act</u> Contact Us	New user? Register fo	r Business Services Online here	Register		
Electronic Records Express     Government to Government Services     Online	Complete Phone Regis	stration <u>what is this?</u>	Complete Phone Registration		
News  Wage News Electronic Records Express News Social Security Number Verification News Consent Based SSN Verification Form SSA-1694 News	Reporting Wages to the Allows you to send form keying W-2 and W-2c i you have received a no for a one time 15-day e	Explanation of BSO Se e SSA ms W-2 and W-2c to Social Security by uploading information into an online form. Capability to view tice requesting that you resubmit your wage file, i xetension to the deadline for resubmiting your wa	a specifically formatted electronic file or by Submission and Report processing status t can be acknowledged online. Additionally de file.	/ directly is available. If , you may ask	
		More information about Repo	orting Wages		
	Social Security Numbe	r Verification Service (SSNVS)			
	For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically for files to request verification of names and Social Security Numbers of employees of the company for which you work or company that has hired you to perform this service.				
		More information about Verifying Soc	cial Security Numbers		
	Form SSA-1694 Request for Business Entity Taxpayer Information Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO AREP Registration@ssa.gov.				
	Select Login to compl	lete, update or view the Form SSA-1694.			
	Select Register to obt	tain a User ID and password to complete the Forr	m SSA-1694.		
		More information about the Attor	mey Fee Service		
	Have a question? Call <b>1-800-772-5270</b> to speak with Employer Customer Service personnel. For TDD/TTY' call <b>1-800-325-0778</b> .				
ÚSA.gov	Privacy Policy   Website Policies & Othe	er Important Information   Site Map	Need Larg	er Text?	

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

	Business Services Online	
Social Security Online www.socialsecurity.gov	RSO Welcome   RSO Information   Keyboard Navigation	
,		
		BSO HELP
	BSO Welcome > Login	
<ul> <li>Monday-Friday: 5 AM - 1 AM EST</li> <li>Saturday: 5 AM - 11 PM EST</li> </ul>	User ID:	
<ul> <li>Sunday: 8 AM - 11:30 PM EST</li> </ul>	(formerly referred to as PIN)	
	Password: Forgot your password?	
BACK BUTTON	(not case sensitive)	
Effective October 2007, your Personal Identification Number (PIN)	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that:	
is now referred to as your User ID.	<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.	
	□ I Accept	
	Cancel Login	
	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 the "I Accept" check box after reading the conditions defined on the Log In to BSO page. 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.).

Social Security Online	Business S	Services Online	
www. <u>s</u> ocialsecurity.gov		BSO Main Menu   BSO Information   Contact Us   Keyboard	d <u>N</u> avigation
		Main Menu	LOGOUT   BSO HELP
Online Services Availability			
Monday-Friday: 5 AM - 1 AM ET     Saturday: 5 AM - 11 PM ET     Sunday: 5 AM - 11 PM ET	Welcome, KAMAL Your password exp	JIT RANDHAWA bires on <b>September 15, 2008</b>	
<ul> <li>Sunday, 6 AM - 11.50 PM ET</li> </ul>	Report Wages	To Social Security	
DON'T USE YOUR BROWSER'S BACK BUTTON	Submit, downloa View submissior Request resubm	ad or process W-2s and W-2cs n status, acknowledge resubmission notices or nission extensions	
To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account	View File / Wag View report state	ge Report Status with Name / SSN Errors us, errors and notice information	<u>s</u>
Maintenance page, select "Request Access to BSO Services".	Social Securit Request online S Submit files for S	y Numbers Verification Service SSN verification, or SSN verification	
	Form SSA-169 Submit or update representation	94 Request for Business Entity Taxpaye e a Business Taxpayer Information form to receive form 1099 fo	r Information r work related to claimant
	Account Maint	tenance	
	Request, activat Re-request activ Change your pas Update your use	e or remove access to services ration code for services ssword er registration or employer information, or Remove employer info	rmation
		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 Employe Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .	n Ir Customer
www.socialsecurity.gov		BSO <u>M</u> ain Menu   BSO Information   Contact <u>U</u> s   Keyboard	d <u>N</u> avigation

STEP 5: Select the Report Wages to Social Security link.

**Report Wages To Social Security** 

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	
	Report Wages to Social Security	<u>BSO HELP</u>
Online Services Availability		
<ul> <li>Monday-Friday: 5 AM - 1 AM ET</li> <li>Saturday: 5 AM - 11 PM ET</li> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status	
DON'T USE YOUR BROWSER'S BACK BUTTON	Resubmission Notice Processing Acknowledge resubmission notices and request resubmission extensions	
	BSO Main Menu	
	Have a question / vall 1-800-772-8270 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 <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard Navigation	

STEP 6: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link. The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status menu page.

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

Social Security Online	Business Services Online
www.socialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard <u>N</u> avigation
******* *****	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W/2 Online, and W/2c Online and View Submission Status
Online Services Availability  Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST  DONT USE YOUR BROWSER'S BACK BUTTON	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).
	BSO Main Menu
	Have a question? Call <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 <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard <u>N</u> avigation

STEP 7: Select the View File/Wage Report Status [with or without] Name/SSN Errors link.

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

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.



If you did not elect to View File/Wage Report with or without Name/SSN Errors when you selected your roles in the Request Access to BSO process, the link may appear as View Submission Status Information. If that is the case, selection of the View Submission Status Information link results in display of the Query Attestation page, as shown in Step 9 below, for you to then proceed with Step 10.

The system displays the View File/Wage Report Status [with or without] Name/SSN Errors menu page.

	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation				
ww.socialsecunty.gov	BSO Main Menu   BSO information   Contact Us   Keyboara Navigation				
	View File / Wage Report Status with Name / SSN Errors				
	BSO Main Menu > View File / Wage Report Status with Name / SSN Errors				
nline Services Availability	Minus Outburgenien Otation Engine and Matine Information				
Monday-Friday: 5 AM - 1 AM ET     Schulary 5 AM - 14 PM ET	View current submission status, Errors, and Notice Information for previously submitted wave data including name and Social Security				
<ul> <li>Saturday: 5 Am - 11 Pm ET</li> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Number errors.				
ON'T USE YOUR BROWSER'S BACK BUTT	View Employer Report Status, Errors, and Notice Information View current employer report status information, Social Security Number and Name Validation notices, and error information for previously submitted data including name and Social Security Number errors.				
	BSO Main Menu				
	Have a question? Cal 14800-772-6270 Monday through Friday. 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Emolyser Customer Service personnel. For TOUTTY coul 14:300-325-0778.				
ww.socialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Mavigation				

**STEP 8:** Select the **View Submission Status, Errors, and Notice Information** link.

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

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 9:** Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

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

	Social Security's Business Services Online (BSO)
	BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout
	SEURA
M BSO Hel	
	Submission Selection
Receipt Year The Receipt Ye he Receipt Ye	ar is the year that the Social Security Administration began processing your original submission. For Resubmissions, ar is identified on your original Resubmission Notice.
	rlease Choose a Receipt Year For Submissions After 1 2/1 4/07 Choose 2008): 2008 💌
WFID Option	
′ou may speci VFIDs for the I	fy up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all Receipt Year will be displayed.
Note: If you re available. If y Submission ii	cently filed using electronic data transmission, allow one to six weeks for your submission information to be ou are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. formation is not displayed for paper submissions.
	Enter WEIDs:
	Enter WFIDs: WFID 1:
	Enter WFIDs:
	Enter WFIDs: WFID 1:
	Enter WFIDs:
	Enter WFIDs:
	Enter WFID 1:
ort Option	Enter WFID 1:
ort Option	Enter WFIDs:
Sort Option	Enter WFID :
Sort Option	Enter WFIDs:

STEP 10: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

STEP 11: If multiple Employee Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to Step 13.



**STEP 12:** Enter your Wage File Identifier(s) (WFID)(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- STEP 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- **STEP 14:** Select the **Continue** button. The system displays the Submission Information page (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.).

	BSO Mair	1 Menu   BSO Info	rmation   Contact Us   F	(eyboard Navigation   L	ogout
BSO Help					
Return to Submission	Selection				
		Su	Ibmission Informa	ation	
mission Information fo	<b>FEIN:</b> 11-2132134, <b>R</b>	eceipt Year: 2009			
<ul> <li>Select the results di</li> <li>Select the View Not.</li> <li>Select the links in th</li> <li>Select the View Res</li> </ul>	isplayed in the Subm ice link in the Resubn ie View Errors columr ports link in the Repor	<i>ission Status</i> column <i>nission Notice</i> colum n to view your error int ts column to view the	for an explanation of subn n to view your resubmissio formation. status of your report(s)	nission status codes. on notice.	
<ul> <li>Select the results of Select the View Not.</li> <li>Select the links in the Select the links in the Select the View Reg.</li> <li>If you used a metho</li> <li>If you have used the</li> <li>Use your browser methode: The Resubmission</li> </ul>	isplayed in the Subm ice link in the Resubr. The View Errors column ports link in the Repor id other than the Internet Internet to resubmit enu Save As or Prin In Notice, View Errors	ission Status column nission Notice column nto view your error in ts column to view the net to file your submi- a file, allow 30 days i t feature if you wish a, and Reports colui	for an explanation of subm n to view your resubmission formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mns will be blank if they	nission status codes. In notice. It to be displayed here. I for your records. I do not apply to the submi	ission.
<ul> <li>Select the results of Select the <i>View Not</i>.</li> <li>Select the links in the Select the <i>View Reg</i>.</li> <li>If you used a metho</li> <li>If you have used the</li> <li>Use your browser methode: The Resubmission</li> </ul>	isplayed in the Subm ice link in the Resubr. The View Errors column ports link in the Repor- id other than the Intern- Internet to resubmit enu Save As or Prin o Notice, View Errors	ission Status column nission Notice column n to view your error in ts column to view the net to file your submi- a file, allow 30 days t t feature if you wish s, and Reports colum	for an explanation of subn n to view your resubmissio formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1	nission status codes. In notice. I to be displayed here. I for your records. I do not apply to the submi	ission.
select the results di     Select the View Not.     Select the View Not.     Select the links in th     Select the View Reg.     If you used a metho     If you have used the      Use your browser methote: The Resubmission      Receipt Date	isplayed in the Subm ice link in the Resubr. he View Errors column ports link in the Repor- id other than the Intern- Internet to resubmit enu Save As or Prin in Notice, View Errors This WFID	ission Status column nission Notice column n to view your error in ts column to view the het to file your submi- a file, allow 30 days 1 t feature if you wish s, and Reports colui page displays subm Version	for an explanation of subm n to view your resubmission formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mms will be blank if they Page 1 of 1 hission records 1 through 2 Submission Status	nission status codes. In notice. to be displayed here. for your records. do not apply to the submi cof the 2 total submissions Status Date	ission.
select the results of Select the View Not. Select the View Not. Select the links in th Select the View Reg. If you used a metho If you have used the : Use your browser me the: The Resubmission Receipt Date 08/14/2008	isplayed in the Subm ice link in the Resubr. He View Errors column ports link in the Repord Id other than the Internet Internet to resubmit enu Save As or Prin to Notice, View Errors This WFID KVS486	ission Status column nission Notice column n to view your error in ts column to view the net to file your submi- a file, allow 30 days 1 t feature if you wish s, and Reports colui page displays subm Version 01	for an explanation of subm n to view your resubmission formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 hission records 1 through 2 Submission Status RECEIVED	hission status codes. In notice. I to be displayed here. I for your records. do not apply to the submi Cof the 2 total submissions Status Date 08/14/2008	ssion. Submission Details Details
select the results of Select the View Not. Select the View Not. Select the links in th Select the View Reg. If you used a metho If you have used the : Use your browser method : Use your browser method : The Resubmission Receipt Date 08/14/2008 08/05/2008	isplayed in the Subm ice link in the Resubr. The View Errors column ports link in the Report d other than the Internet Internet to resubmit enu Save As or Prin in Notice, View Errors This KVS486 KVS486	ission Status column nission Notice column nission Notice column to view your error in ts column to view the net to file your submi: a file, allow 30 days 1 t feature if you wish s, and Reports coluin page displays subm Version 01	for an explanation of subm n to view your resubmission formation. sstatus of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mms will be blank if they Page 1 of 1 hission records 1 through 2 Submission Status RECEIVED RECEIVED	hission status codes, in notice. to be displayed here. for your records. do not apply to the submi cof the 2 total submissions Status Date 08/14/2008 08/05/2008	ssion. Submission Details Details Details
select the results of Select the View Not Select the Uinks in th Select the Uinks in th Select the View Reg If you used a metho If you have used the results of If you have used the results of If you have used the If yo	isplayed in the Subm ice link in the Resubr. In View Errors column ports link in the Repor d other than the Internet Internet to resubmit enu Save As or Prin in Notice, View Errors This KVS486 KVS486 KVS462	ission Status column nission Notice column ission Notice column to view your error in ts column to view the net to file your submi- a file, allow 30 days 1 t feature if you wish s, and Reports column page displays subm 01 01 01 01 01	for an explanation of subm n to view your resubmission formation. status of your report(s). ssion, allow six weeks for 1 for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 hission records 1 through 2 RECEIVED RECEIVED hission records 1 through 2 RECEIVED	hission status codes, on notice. to be displayed here. for your records. do not apply to the submi cof the 2 total submissions Status Date 08/14/2008 08/05/2008	ssion. Submission Details Details Details

**STEP 15**: Select the link in the **Submission Status** column of the specific submission to display a definition of the status. The system displays the Explanation of Processing Status Codes pop-up window.

xplanation of Processing Sta	tus Code			
You have reques	You have requested information about the RECEIVED processing status code.			
RECEIVED	Social Security has received your submission.			
Please note that	you may have to close this window in order to resume your BSO session. Close Browser Window You can use the File menu to close this window.			



The status of your submission is located at the top of the pop-up window.

**STEP 16**: Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

### **LESSON 2: VIEW SUBMISSION DETAILS**

Follow the instructions below to view the detailed status of your submitted data.

#### **STEP 1**: Point your browser to the BSO Welcome page:

www.socialsecurity.gov/bso/bsowelcome.htm.

Social Security Online	Business Servi	ces 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 Services Welcome to Business Serv	Online BSO HELP rices Online		
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 Se Access various BSO servic	BSO) enables organizations and authorized indiv ecurity Administration. You must Register to use the res and functions.	viduals to conduct business with and submit confidential his website. Registered users may Request, Activate and to a paceurard and receive your Licer ID. If you have		
Information	started and need to complete, you can Request	te your Registration process, select the "Comple , Activate and Access services and functions.	te" button. In either case, after your Registration is		
BSO Electronic W-2 Filing Handbook     SSIVS Handbook     Video - Software Demonstration     Tutional     Employer Information	LOG IN to REQUEST, AC display the BSO Main Menu Maintenance" to request ac contact information.	TIVATE AND ACCESS FUNCTIONS - Registe J. Then you may access services and functions you tivation of additional services and functions, dear	red users can select the "Log In" button to login and ou have already activated, or you may select "Account ctivate your User ID, and/or change your password or		
Suite of Services     Apply For EIN     Navigation	Información para el Empleado	r en Español			
Online Security Policy	Log in to Business Se	rvices Online here	Log In		
<u>The Privacy Act and the Freedom of</u> <u>Information Act</u> <u>Contact Us</u>	New user? Register fo	r Business Services Online here	Register		
Electronic Records Express     Government to Government Services     Online	Complete Phone Regi	stration <u>what is this?</u>	Complete Phone Registration		
News	5	Explanation of BSO Se	ervices		
Wage News     Electronic Records Express News     Social Security Number Verification News     Consent Based SSN Verification     Form SSA-1694 News	Reporting Wages to the SSA Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.				
		More information about Rep	orting Wages		
	Social Security Numbe	r Verification Service (SSNVS)			
	For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically forma files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.				
		More information about Verifying So	cial Security Numbers		
	Form SSA-1694 Reque	st for Business Entity Taxpayer Information			
	Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO AREP Registration@ssa.gov.				
	Select Login to comp	lete, update or view the Form SSA-1694.			
	Select Register to ob	tain a User ID and password to complete the For	m SSA-1694.		
		More information about the Atto	mey Fee Service		
		Have a question? Call <b>1-800-772-6270</b> to speak with Emplo For TDD/TTY call <b>1-800-325-0</b>	oyer Customer Service personnel. 778.		
TISA.gov	Privacy Policy   Website Policies & Oth Last reviewed or modified Wednesday	er Important Information   <u>Site Map</u> y Nov 21, 2007	Need Larger Text?		

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. <u>s</u> ocialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	
	Log In to BSO	BSO HELP
Online Services Availability	<u>Boo vietoome</u> > Login	
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)	
DON'T USE YOUR BROWSER'S	Password: Forgot your password?	
BACK BUTTON	(not case sensitive)	
	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files	
Effective October 2007, your Personal Identification Number (PIN)	I certify that:	
IS now referred to as your user ib.	<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	hij odcho.	
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.	
	□ I Accept	
	Cancel	]
	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 Welcome   BSO Information   Keyboard Navigation	

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

**STEP 4:** Select the "I Accept" check box after reading the conditions defined on the Log In to BSO page. 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.)

www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO <u>I</u> nformation   Contact <u>U</u> s   Keyboard <u>N</u> avigation			
	۲	Main Menu	LOGOUT   BSO HELF	
Online Services Availability				
Monday-Friday: 5 AM - 1 AM ET     Saturday: 5 AM - 11 PM ET     Sunday: 8 AM - 11:30 PM FT	Welcome, KAMAL Your password exp	.JIT RANDHAWA pires on <b>September 15, 2008</b>		
• Sunday, o Am - Theo Things	Report Wages	<u>i To Social Security</u>		
OON'T USE YOUR BROWSER'S BACK BUTTON	Submit, downloa View submissio Request resubn	ad or process W-2s and W-2cs n status, acknowledge resubmission notices or nission extensions		
Online, you must first request access o that service. To request access to 3SO services, select "Account Maintenance". From the Account	View File / Wa View report stat	ge Report Status with Name / SSN Errors cus, errors and notice information		
laintenance page, select "Request Access to BSO Services".	Social Securit Request online Submit files for	<u>y Numbers Verification Service</u> SSN verification, or SSN verification		
	Form SSA-169 Submit or updat representation	34 Request for Business Entity Taxpayer I te a Business Taxpayer Information form to receive form 1099 for w	nformation ork related to claimant	
	Account Main Request, actival Re-request activ	te or remove access to services vation code for services		
	Update your use	ssword ar registration or employer information, or Remove employer inform	ation	
		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 Ci Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .	ustomer	

STEP 5: Select the Report Wages to Social Security link.

#### Report Wages To Social Security

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Dusiness bervices Online	
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO <u>I</u> nformation   Contact <u>U</u> s   Keyboard <u>N</u> avigation	
	Report Wages to Social Security	LOGOUT   BSO HEL
Online Services Availability	Do main menu > neput mages to boust becomy	
<ul> <li>Monday-Friday: 5 AM - 1 AM ET</li> <li>Saturday: 5 AM - 11 PM ET</li> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Submit or Resubmit Wage File, W-2 Online, and W-2c Online an Submission Status	<u>d View</u>
	Resubmission Notice Processing	
BUTTON	Acknowledge resubmission notices and request resubmission extensions	
	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 Main Menu   BSO Information   Contact US   Keyboard Navigation	

STEP 6: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link. The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status menu page.

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

Social Security Offinite				
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard <u>N</u> avigation			
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status			
	BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission Status			
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST DON'T USE YOUR BROWSER'S BACK BUTTON	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.			
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.			
	Create Form W-2 Online			
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.			
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.			
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).			
	Create Forms W-2c Online			
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.			
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.			
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).			
	BSO Main Menu			
	Have a question? Call <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> .			

STEP 7: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

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

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.



If you did not elect to View File/Wage Report with or without Name/SSN Errors when you selected your roles in the Request Access to BSO process, the link may appear as View Submission Status Information. If that is the case, selection of the View Submission Status Information link results in display of the Query Attestation page, as shown in Step below, for you to then proceed with Step 10.

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     DON'T USE YOUR BROWSER'S     BACK BUTTON	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.           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 8: Select the View Submission Status, Errors, and Notice Information link.

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

View Submission Status, Errors, and Notice Information

View current submission status, resubmission notices, 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 Query the	SSA Business Services Online
l understand that the Social Secur files. I certify that I am the individual aut data and receive employee wage	ty Administration (SSA) will validate the information I provide against the information in SSA's norized to conduct business under this PIN and have the authority to attest to the accuracy of the information for the employer.
By selecting the "I Accept" button, Services Online.	you certify that you have read, understand and agree to the user certification of Business
	I Accept I DO NOT Accept

**STEP 9:** Select the **I** Accept button after reading the conditions defined in the Query Attestation page. The system displays the Submission 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
CHUUDS
BSO Help
Submission Selection
<b>Receipt Year</b> The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.
Please Choose a Receipt Year (For Submissions After 1 2/1 4/07 Choose 2008): 2008 💌
WFID Option
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.
available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.
Enter WFIDs:
WFID 1:
WFID 2:
WFID 3:
WFID 4:
WFID 5:
Sort Option
Sort List By: Receipt Date
Continue
Have a question? Call <b>1-800-772-6270</b> to speak with Employer Customer Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .
BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout

STEP 10: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

STEP 11: If multiple Employee Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to Step 13.



**STEP 12:** If you do not enter the WFID, the system displays all of the WFID(s) submitted under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- STEP 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- **STEP 14**: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.)

SO Help	BSO Main	Menu   BSO Info	rmation   Contact Us   F	(eyboard Navigation   L	agout
SO Help				-	ogout
Return to Submission	Selection				
		S.	hmission Inform	tion	
		50			
	-				
ssion Information fo	r EIN: 11-2132134, Re	ceipt Year: 2009			
Select the results d				nission status codes.	
	splayed in the Submis	ssion Status column	for an explanation of subr		
Select the View Not	isplayed in the <i>Submi</i> s ice link in the <i>Resubm</i>	ss <i>ion Status</i> column <i>ission Notice</i> colum	for an explanation of subring to view your resubmission of the subrission of the sub	on notice.	
Select the View Not Select the links in th	isplayed in the Submi: ice link in the Resubm ie View Errors column	ss <i>ion Status</i> column <i>ission Notice</i> colum to view your error int	for an explanation of subn n to view your resubmissio formation.	on notice.	
Select the View Not Select the links in the Select the View Rep If you used a method	isplayed in the Submi: ice link in the Resubm ie View Errors column ports link in the Reports dother than the Interne	ssion Status column vission Notice colum to view your error int s column to view the s to file your submit	for an explanation of subr n to view your resubmissio formation. status of your report(s). ssion allow six weeks for	on notice.	
Select the View Not Select the links in th Select the View Rep If you used a metho If you have used the	isplayed in the Submix ice link in the Resubmix le View Errors column ports link in the Reports d other than the Interni- Internet to <b>resubmit</b> a	ssion Status column ission Notice colum to view your error in s column to view the et to file your submis file, allow 30 days f	for an explanation of subr n to view your resubmissio formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here.	on notice. t to be displayed here.	
Select the View Not Select the links in th Select the View Rey If you used a metho If you have used the	isplayed in the Submix ice link in the Resubm ie View Errors column jorts link in the Reports d other than the Interni Internet to <b>resubmit</b> a	ssion Status column vission Notice colum to view your error in s column to view the s to file your submis file, allow 30 days f	for an explanation of subn n to view your resubmissio formation. status of your report(s). ssion, allow six weeks for for it to be displayed here.	on notice. It to be displayed here.	
Select the View Not Select the links in th Select the View Rey If you used a metho If you have used the Ise your browser m	isplayed in the Submix ice link in the Resubmix to View Errors column ports link in the Reports d other than the Internet Internet to resubmit a enu Save As or Print	ssion Status column vission Notice colum to view your error in s column to view the et to file your submis file, allow 30 days f feature if you wish	tor an explanation of subn n to view your resubmission formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page	on notice. I to be displayed here. • for your records.	
Select the View Not Select the links in th Select the View Rey If you used a metho If you have used the Ise your browser m	isplayed in the Submix ice link in the Resubmix to the View Errors column ports link in the Reports d other than the Internit Internet to resubmit a enu Save As or Print	ssion Status column ission Notice colum to view your error in s column to view the et to file your submis file, allow 30 days t feature if you wish	tor an explanation of subn no view your resubmissio formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page	on notice. t to be displayed here. • for your records.	4
Select the View Not Select the links in th Select the View Rey If you used a metho If you have used the se your browser m The Resubmission	isplayed in the Submit ice link in the Resubmit loce link in the Resubmit orts link in the Reports d other than the Intern- internet to resubmit a enu Save As or Print Notice, View Errors,	ssion Status column ission Notice colum to view your error in s column to view the et to file your submi- i file, allow 30 days to feature if you wish and Reports colur	for an explanation of subm n to view your resubmissio formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mns will be blank if they	on notice. I to be displayed here. I for your records. do not apply to the submi	ission.
Select the View Not Select the links in th Select the View Rey If you used a metho If you have used the Ise your browser m The Resubmission	isplayed in the Submit ice link in the Resubmit lock link in the Resubmit orts link in the Reports d other than the Internet Internet to resubmit a anu Save As or Print Notice, View Errors,	ssion Status column ission Notice colum to view your error in s column to view the et to file your submis file, allow 30 days t feature if you wish and Reports colur	for an explanation of subn no view your resubmissio formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1	on notice. t to be displayed here. e for your records. do not apply to the submi	ission.
Select the View Not Select the links in th Select the View Rey Ifyou used a metho Ifyou have used the Use your browser m The Resubmission	isplayed in the Submit ice link in the Resubmit or link in the Resubmit orts link in the Report d other than the Internet i Internet to resubmit a enu Save As or Print o Notice, View Errors, This p	ssion Status column vission Notice colum to view your error in s column to view the et to file your submin file, allow 30 days to feature if you wish and Reports colur vage displays subm	for an explanation of subm n to view your resubmission formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 hission records 1 through 2	on notice. t to be displayed here. for your records. do not apply to the submi ? of the 2 total submissions	ission.
Select the View Not Select the links in th Select the View Rey If you used a metho If you have used the Ise your browser m The Resubmission Receipt Date	isplayed in the Submit ice link in the Resubmit ice link in the Resubmit orts link in the Reports d other than the Intern- Internet to resubmit a enu Save As or Print o Notice, View Errors, This p WFID	ssion Status column ission Notice colum to view your error in s column to view the et to file your submi- file, allow 30 days 1 feature if you wish and Reports colum bage displays subm Version	for an explanation of subr no to view your resubmission formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 hission records 1 through 2 Submission Status	on notice. t to be displayed here. e for your records. do not apply to the submi c of the 2 total submissions Status Date	ission. Submission Details
Select the View Not Select the links in th Select the View Rey If you used a methoo If you have used the Se your browser m The Resubmission Receipt Date 08/14/2008	Isplayed in the Submit ice link in the Resubmit ice link in the Resubmit orts link in the Reports d other than the Intern- internet to resubmit a enu Save As or Print o Notice, View Errors, This p KVS486	ssion Status column ission Notice colum to view your error in s column to view the et to file your submis file, allow 30 days to feature if you wish and Reports colum bage displays subm Version 01	for an explanation of subr no to view your resubmission formation. status of your report(s). ssion, allow six weeks for i for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 dission records 1 through 2 Submission Status RECEIVED	on notice. t to be displayed here. for your records. do not apply to the submi of the 2 total submissions Status Date 08/14/2008	ssion. Submission Details
Select the View Not Select the links in th Select the View Rey Ifyou used a metho Ifyou have used the Se your browser m The Resubmission Receipt Date 08/14/2008 08/05/2008	isplayed in the Submit ice link in the Resubmit ice link in the Resubmit orts link in the Reports d other than the Intern- Internet to resubmit a enu Save As or Print o Notice, View Errors, This p WFID KVS486 KVS462	ssion Status column vission Notice colum to view your error in s column to view the et to file your submi- fle, allow 30 days to feature if you wish and Reports colum vage displays subm Version 01	for an explanation of subr no to view your resubmission formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 ission records 1 through 2 Submission Status RECEIVED RECEIVED	on notice. t to be displayed here. for your records. do not apply to the submi of the 2 total submissions Status Date 08/14/2008 08/05/2008	ission, Submission Details Details Details
Select the View Not Select the links in th Select the View Rey If you used a methoo If you have used the Se your browser m The Resubmission Receipt Date 08/14/2008 08/05/2008	isplayed in the Submit ice link in the Resubmit octink in the Resubmit orts link in the Reports d other than the Intern- internet to resubmit a enu Save As or Print o Notice, View Errors, This p WFID KVS486 KVS462	ssion Status column ission Notice colum to view your error in s column to view the et to file your submin file, allow 30 days to feature if you wish and Reports column bage displays subm Version	for an explanation of subm no view your resubmission formation. status of your report(s). ssion, allow six weeks for for it to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 dission records 1 through 2 RECEIVED RECEIVED	on notice. t to be displayed here. for your records. do not apply to the submissions Status Date 08/14/2008 08/05/2008	ission. Submission Details Details Details
Select the View Not Select the links in th Select the View Rey Ifyou used a methoo Ifyou have used the Se your browser m The Resubmission Receipt Date 08/14/2008 08/05/2008	isplayed in the Submit ice link in the Resubmit ice link in the Resubmit orts link in the Reports d other than the Intern- internet to resubmit a enu Save As or Print o Notice, View Errors, This p KVS486 KVS462 This p	ssion Status column vission Notice column vission Notice colum to view your error in s column to view the et to file your submis file, allow 30 days to feature if you wish and Reports column vage displays subm 01 01 01	for an explanation of subm no view your resubmission formation. status of your report(s). ssion, allow six weeks for if to be displayed here. to save or print this page mns will be blank if they Page 1 of 1 dission records 1 through 2 RECEIVED RECEIVED dission records 1 through 2	on notice. t to be displayed here. for your records. do not apply to the submissions Status Date 08/14/2008 08/05/2008 2 of the 2 total submissions	ission. Submission Details Details Details

**STEP 15**: Select the **Details** link in the Submission Details column of the specific submission. The system displays the Submission Details pop-up window.

Submissio	n Details			
WFID	KVS486			
Version	01			
Receipt Date	08/14/2008			
Processing Status	RECEIVED			
Status Date	08/14/2008			
Filing Method	INTERNET			
Number of W-3s	This submission has not yet been processed. This box will contain the total number of W-3s once your report has been processed.			
Submitter's Filename	OwrsErrorLog_2008_07_17.htm			
Filename       OWISERFOLOG_2008_07_17.htm         Please note that you may have to close this window in order to resume your BSO session.         Close Browser Window         You can use the File menu to close this window.				

STEP 16: Select the Close Browser Window button to close the pop-up window and return to the Submission Information page.

## LESSON 3: VIEW REPORT-LEVEL INFORMATION FOR A SUBMISSION

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

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

Social Security Online	<b>Business Servi</b>	ces 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 Services ( Welcome to Business Servi	Online BSO HELP ices Online
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 So Access various BSO service <b>REGISTRATION</b> - If you ar started and need to comple complete, you can Request	(BSO) enables organizations and authorized indiv ecurity Administration. You must Register to use th ces and functions. re a new user, select the "Register" button to creat ete your Registration process, select the "Comple" t, Activate and Access services and functions.	iduals to conduct business with and submit confidential his website. Registered users may Request, Activate and te a password and receive your User ID. If you have te" button. In either case, after your Registration is
BSO Electronic W-2 Filing Handbook     SSIVS Handbook     Video - Software Demonstration     Tutorial     Employer Information     Suite of Services     Apply For EIN	LOG IN to REQUEST, AC display the BSO Main Men Maintenance" to request ac contact information.	TIVATE AND ACCESS FUNCTIONS - Register IU. Then you may access services and functions yo ctivation of additional services and functions, deac or en Español	red users can select the "Log In" button to login and ou have already activated, or you may select "Account ctivate your User ID, and/or change your password or
Navigation     Online Security Policy     The Privacy Act and the Freedom of     Information Act     Control Content Material	Log in to Business Se New user? Register fo	rvices Online here or Business Services Online here	Log In Register
<u>Contact Us</u> <u>Electronic Records Express</u> <u>Government to Government Services</u> <u>Online</u>	Complete Phone Regi	istration <u>what is this?</u>	Complete Phone Registration
Newe		Explanation of BSO Se	ervices
Wage News     Electronic Records Express News     Social Security Number Verification News     Consent Based SSN Verification     Form SSA-1694 News	Reporting Wages to th Allows you to send for keying W-2 and W-2c you have received a no for a one time 15-day	e SSA ms W-2 and W-2c to Social Security by uploading information into an online form. Capability to view otice requesting that you resubmit your wage file, i extension to the deadline for resubmitting your wa	a specifically formatted electronic file or by directly Submission and Report processing status is available. If it can be acknowledged online. Additionally, you may ask ge file.
		More information about Repo	orting Wages
	Social Security Number For the purposes of co files to request verifica company that has hired	er Verification Service (SSNVS) ompleting W-2 and W-2c SSNVS allows you to co ation of names and Social Security Numbers of en d you to perform this service. More information about Verifying Sor	mplete an online form or submit specifically formatted nployees of the company for which you work or the cial Security Numbers
	Form SSA-1694 Reque	est for Business Entity Taxpayer Information	
	Business entities that must provide SSA with OCO AREP. Registration	have attorney and/or non-attorney representatives h taxpayer identification information using the Forr I@ssa.gov.	as partners or employees who receive direct payment m SSA-1694. For information on how to register, contact
	Select Login to comp	plete, update or view the Form SSA-1694.	
	Select Register to ob	tain a User ID and password to complete the Forr	m SSA-1694.
		More information about the Attor	mey Fee Service
		Have a question? Call <b>1-800-772-6270</b> to speak with Employ For TDD/TTY call <b>1-800-325-0</b> 7	yer Customer Service personnel. 778.
TJSA.gov	Privacy Policy   Website Policies & Oth	her Important Information   Site Map	Need Larger Text?

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

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	
	Log In to BSO	BSO HELP
Online Services Availability	<u>Boo vietoome</u> > Login	
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)	
DON'T USE YOUR BROWSER'S	Password: Forgot your password?	
BACK BUTTON	(not case sensitive)	
	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files	
Effective October 2007, your Personal Identification Number (PIN)	I certify that:	
IS now referred to as your user ib.	<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	hij odcho.	
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.	
	□ I Accept	
	Cancel	]
	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 Welcome   BSO Information   Keyboard Navigation	

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

STEP 4: Select the "I Accept" check box after reading the conditions defined on the Log In to BSO page. 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.)

www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO <u>I</u> nformation   Contact <u>U</u> s   Keyboard <u>N</u> avigation			
	۲	Main Menu	LOGOUT   BSO HELF	
Online Services Availability				
Monday-Friday: 5 AM - 1 AM ET     Saturday: 5 AM - 11 PM ET     Sunday: 8 AM - 11:30 PM FT	Welcome, KAMAL Your password exp	.JIT RANDHAWA pires on <b>September 15, 2008</b>		
• Sunday, o Am - Theo Things	Report Wages	<u>i To Social Security</u>		
OON'T USE YOUR BROWSER'S BACK BUTTON	Submit, downloa View submissio Request resubn	ad or process W-2s and W-2cs n status, acknowledge resubmission notices or nission extensions		
Online, you must first request access o that service. To request access to 3SO services, select "Account Maintenance". From the Account	View File / Wa View report stat	ge Report Status with Name / SSN Errors cus, errors and notice information		
laintenance page, select "Request Access to BSO Services".	Social Securit Request online Submit files for	<u>y Numbers Verification Service</u> SSN verification, or SSN verification		
	Form SSA-169 Submit or updat representation	34 Request for Business Entity Taxpayer I te a Business Taxpayer Information form to receive form 1099 for w	nformation ork related to claimant	
	Account Main Request, actival Re-request activ	te or remove access to services vation code for services		
	Update your use	ssword ar registration or employer information, or Remove employer inform	ation	
		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 Ci Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .	ustomer	

**STEP 5:** Select the **Report Wages to Social Security** link.

#### Report Wages To Social Security Submit, download or process W-2s and W-2cs

View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	
	Report Wages to Social Security	LOGOUT   BSO HELP
Online Services Availability		
<ul> <li>Monday-Friday: 5 AM - 1 AM ET</li> <li>Saturday: 5 AM - 11 PM ET</li> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Submit or Resubmit Wage File, W-2 Online, and W-2c Online and Submission Status	View
	Resubmission Notice Processing	
BUTTON	Acknowledge resubmission notices and request resubmission extensions	
	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 Main Menu   BSO Information   Contact Us   Keyboard Navigation	

## STEP 6: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link.

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

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

Social Security Offinite						
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard <u>N</u> avigation					
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status					
	BSD Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission Status					
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST DON'T USE YOUR BROWSER'S BACK BUTTON	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.					
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.					
	Create Form W-2 Online					
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.					
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.					
	Download Submitted W-25 Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).					
	Create Forms W-2c Online					
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.					
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.					
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).					
	BSO Main Menu					
	Have a question? Call <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> .					

STEP 7: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

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

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s. The system displays the View File / Wage Report Status menu page.

Social Security Online	Business Services Online					
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard Navigation					
	View File / Wage Report Status without Name/SSN Errors					
Online Services Availability	<u>BSO Main Menu</u> > 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     DON'T USE YOUR BROWSER'S     BACK BUTTON	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. 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 8:** Select the View Submission Status, Errors, and Notice Information link.

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

View Submission Status, Errors, and Notice Information

View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

	Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification	to Query the SSA Business Services Online
l understand that the files. I certify that I am the data and receive en	Social Security Administration (SSA) will validate the information I provide against the information in SSA's individual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the apployee wage information for the employer.
By selecting the "I A Services Online.	ccept" button, you certify that you have read, understand and agree to the user certification of Business

**STEP 9:** Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

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

	Social Security's Business Services Online (BSO)
	BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout
	SECORA
BSO I	
	Submission Selection
teceipt Ye The Receip he Receip	<b>ar</b> t Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, Year is identified on your original Resubmission Notice.
	Please Choose a Receipt Year (For Submissions After 12/14/07 Choose 2008): 2008 💙
VFID Optic	
'ou may si VFIDs for 1	ecify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all ne Receipt Year will be displayed.
Vote: If yc available. Submissio	u recently filed using electronic data transmission, allow one to six weeks for your submission information to be f you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. n information is not displayed for paper submissions.
	Enter WFIDs:
	Enter WFIDs: WFID 1:
	Enter WFIDs: WFID 1:
	Enter WFIDs: WFID 1: WFID 2: WFID 3:
	Enter WFIDs: WFID 1: WFID 2: WFID 3: WFID 4:
	Enter WFIDs:
cort Option	Enter WFIDs:
Sort Option	Enter WFID: WFID 1: WFID 2: WFID 3: WFID 4: WFID 5: Sort List By: Receipt Date Continue Cancel Have a question? Call <b>1.800-772-6270</b> to speak with Employer Customer Service personnel. For TDD/TTY call <b>1.800-325-0778</b> .

I

STEP 10: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

STEP 11: If multiple Employee Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to Step 13.



STEP 12: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- STEP 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- **STEP 14**: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.)

BSO Help								
Return to Sub	mission Selection	à						
			S	ubmissio	on Informa	ation		
bmission l	nformation f	or EIN: (	0-9999999	Receipt Yea	ar: 2006			
<ul> <li>Select the</li> <li>Select the</li> <li>Select the</li> <li>If you used</li> <li>If you have</li> <li>Use your bro</li> </ul>	links in the Vie View Reports li I a method othe used the Intern wser menu Sav	<i>w Errors</i> co ak in the <i>R</i> r than the li et to <b>resub</b> e As or Pri	lumn to view yc eports column t nternet to file yc mit a file, allow nt feature if you	o view the stat o view the stat our submission / 30 days for it wish to save o	ation. us of your report(s , allow six weeks to be displayed h r print this page fi	s). for it to be displayed he ere. or your records.	re.	
te: The Resul	omission Notice	, View Erro	rs, and Reports	s columns will £ P:	be blank if they do age 1 of 1	o not apply to the submi	ission.	
eceipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Report
03/10/06	601102	01	RETURN	03/13/2006	View Notice	By Error Description By Report Number	Details	View Reports
03/10/06	601101	01	COMPLETE	03/11/2006	976000.	S. J. M.	Details	View Reports
03/10/06	601100	01	COMPLETE	03/11/2006	FEBRUAR	ma .	Details	View Reports
03/10/06	601099	01	RECEIVED	03/11/2006	1422 - 1941 		Details	View Reports
	600861	01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06	600813	01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06 01/19/06		01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06 01/19/06 01/19/06	600812	UU		01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06 01/19/06 01/19/06 01/19/06	600812 600811	01	RETURN		15-20 - State 19	By Error Description	Name and Address of the	View
01/19/06 01/19/06 01/19/06 01/19/06 01/19/06	600812 600811 600808	01	RETURN	01/22/2006	View Notice	By Report Number	Details	Reports

**STEP 15**: Select the **View Reports** link in the Reports column of the specific submission. The system displays the Submission Report Level Information page.

		Social Bus Social	Security iness	Online Services Online				
	BSO Ma	ain Menu   BSO Infor	mation Link	s   Contact SSA   Keyboard Navigation   Logo	ut			
🗾 BSO Help								
		Submiss	ion Re	port Level Information				
Report inforr Receipt Year Submission	mation for Submi : 2006, WFID: 60 Status Date: 03/1	<b>tter EIN:</b> 00-99999 1102 , <b>Version:</b> 01 3/2006, <b>Submissi</b>	999 on Type:F	REGULAR				
IMPORTANT resubmitting. 1 changes in the cause serious only be made	: If the submission When you resubmi e COMPLETE rep tax consequences by filing a W-2c re	shows one or more t a file, include any orts. A COMPLETE s for employees and port.	e reports in reports tha E report will d the emplo	RETURN status, view and correct errors I It show COMPLETE status also, but make I be processed again if it contains change oyer. Corrections after a report is COMPL	before <b>no</b> s. This can ETE can			
TIP: Use your br	rowser menu Save As	<i>or Print</i> feature if you v	vish to save (	or print this page for your records.				
This page displa	ys reports 1 through 1	of the 1 total reports.		Page 1 of 1				
Report Number	Report EIN	Reported Money Totals as Reporte W-2 (Processed totals may b Count		ey Totals as Reported From W-3 ocessed totals may be different)	Report Status	Report Errors		
1	00 - 9999999	0 - 9999999 0000002		SS Wages(Box 3): \$9,999,999,999,999,999,999 Medicare(Box 5): \$6,000.00 Fed Taxable(Box 1): \$28,000.00 Fed Tax(Box 2): \$1,200.00 Adv EIC(Box 9): \$200.00		View Errors		
This page displa	ys reports 1 through 1	of the 1 total reports.		Page 1 of 1				
	Options							
		Submission Informatio	n )	Return to the Submission Information Pa	ige.			
	Hav	ve a question? Call <b>1-8</b> 0	00-772-6270 For TDD/	Back to Top to speak with Employer Customer Service person ITY call <b>1-800-325-0778.</b>	nel.			
**STEP 16**: Select the **Submission Information** button to return to the Submission Information page.

### **LESSON 4: VIEW RESUBMISSION NOTICES**

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name / SSN Errors role. Follow the instructions below to view notices from SSA asking you to resubmit your data. Refer to the *Acknowledge Resubmission Notice* section for more information.

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

Social Security Online	<b>Business Servi</b>	ces 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 Services ( Welcome to Business Servi	Online BSO HELP ices Online
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 Si Access various BSO service <b>REGISTRATION</b> - If you at started and need to complete, you can Reques	(BSO) enables organizations and authorized indivi ecurity Administration. You must Register to use th ces and functions. re a new user, select the "Register" button to creat ete your Registration process, select the "Complet t, Activate and Access services and functions.	iduals to conduct business with and submit confidential nis website. Registered users may Request, Activate and te a password and receive your User ID. If you have te" button. In either case, after your Registration is
BSO Electronic W-2 Filing Handbook     StIVS Handbook     Video - Software Demonstration     Tutorial     Employer Information     Suite of Services     Apply For EIN     Navigation     Online Security Policy     The Privacy Act and the Freedom of     Information Act     Contact Us     Electronic Records Express     Government to Government Services     Online	LOG IN to REQUEST, AC display the BSO Main Men Maintenance" to request ac contact information. Información para el Empleado Log in to Business Se New user? Register fo Complete Phone Reg	TIVATE AND ACCESS FUNCTIONS - Register u. Then you may access services and functions yo ctivation of additional services and functions, deac or en Español ervices Online here or Business Services Online here istration what is this?	red users can select the "Log In" button to login and ou have already activated, or you may select "Account ctivate your User ID, and/or change your password or Log In Register Complete Phone Registration
News  Vage News Electronic Records Express News Social Security Number Verification News Consent Based SSN Verification Form SSA-1694 News	Reporting Wages to the Allows you to send for keying W-2 and W-2c you have received a nu for a one time 15-day	Explanation of BSO Se te SSA ms W-2 and W-2c to Social Security by uploading information into an online form. Capability to view otice requesting that you resubmit your wage file, i extension to the deadline for resubmitting your wa More information about Rep	a specifically formatted electronic file or by directly Submission and Report processing status is available. If t can be acknowledged online. Additionally, you may ask ge file.
	Social Security Number For the purposes of co files to request verifica company that has hire	er Verification Service (SSNVS) ompleting W-2 and W-2c SSNVS allows you to col ation of names and Social Security Numbers of en d you to perform this service. More information about Verifying Sor	mplete an online form or submit specifically formatted ployees of the company for which you work or the stal Security Numbers
	Form SSA-1694 Reque Business entities that must provide SSA with OCO AREP. Registration Select Login to comp Select Register to ob	est for Business Entity Taxpayer Information have attorney and/or non-attorney representatives h taxpayer identification information using the Forr lassa.gov. Dete, update or view the Form SSA-1694. tain a User ID and password to complete the Forr More information about the Attor	as partners or employees who receive direct payment n SSA-1694. For information on how to register, contact n SSA-1694. mey Fee Service
TSA.gov	Privacy Policy   Website Policies & Ott	Have a question? Call 1-800-772-6270 to speak with Employ For TDD/TTY call 1-800-325-07 her important Information   Site Map av Nov 21, 2007	ver Customer Service personnel. 778. <u>Need Larger Text?</u>

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

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	
	Log In to BSO	BSO HELP
Online Services Availability	<u>Boo vietoome</u> > Login	
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)	
DON'T USE YOUR BROWSER'S	Password: Forgot your password?	
BACK BUTTON	(not case sensitive)	
	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files	
Effective October 2007, your Personal Identification Number (PIN)	I certify that:	
IS now referred to as your user ib.	<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	hij odcho.	
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.	
	□ I Accept	
	Cancel	]
	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 Welcome   BSO Information   Keyboard Navigation	

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

**STEP 4:** Select the "I Accept" check box after reading the conditions defined on the Log In to BSO page. 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.)

www. <u>s</u> ocialsecurity.gov		BSO <u>M</u> ain Menu   BSO <u>I</u> nformation   Contact <u>U</u> s   Keyboard <u>N</u> a	vigation
	۲	Main Menu	LOGOUT   BSO HEL
Online Services Availability			
Monday-Friday: 5 AM - 1 AM ET     Saturday: 5 AM - 11 PM ET	Welcome, KAMA Your password e	ALJIT RANDHAWA expires on September 15, 2008	
<ul> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Report Wage	es To Social Security	
DON'T USE YOUR BROWSER'S BACK BUTTON	Submit, down View submiss Request resul	load or process W-2s and W-2cs sion status, acknowledge resubmission notices or ubmission extensions	
Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance" From the Account	View File / W View report st	Age Report Status with Name / SSN Errors tatus, errors and notice information	
Maintenance page, select "Request Access to BSO Services".	Social Secur Request onlin Submit files fr	rity Numbers Verification Service	
	Form SSA-16 Submit or upd representation	694 Request for Business Entity Taxpayer II date a Business Taxpayer Information form to receive form 1099 for wo n	nformation ork related to claimant
	Account Mai Request, activ Re-request ac Change your	intenance ivate or remove access to services ctivation code for services password	
	Update your u	Jser registration or employer information, or Kemove employer information Have a question? Call 1-800-772-6270 Monday through	etomer
		Service personnel. For TDD/TTY call 1-800-325-0778.	storrigi

STEP 5: Select the Report Wages to Social Security link.

### Report Wages To Social Security

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	
	Report Wages to Social Security	LOGOUT   BSO HELP
Online Services Availability		
<ul> <li>Monday-Friday: 5 AM - 1 AM ET</li> <li>Saturday: 5 AM - 11 PM ET</li> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Submit or Resubmit Wage File, W-2 Online, and W-2c Online and Submission Status	View
	Resubmission Notice Processing	
BUTTON	Acknowledge resubmission notices and request resubmission extensions	
	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 Main Menu   BSO Information   Contact Us   Keyboard Navigation	

## STEP 6: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link.

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

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

Social Security Offinite	
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard <u>N</u> avigation
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status
	BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission Status
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST DON'T USE YOUR BROWSER'S BACK BUTTON	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).
	BSO Main Menu
	Have a question? Call <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> .

STEP 7: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

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

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s. 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	
<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. View Employer Report Status, Errors, and Notice Information
DONT USE YOUR BROWSER'S BACK BUTTON	View current employer report status information, and error information for previously submitted wage data.
	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 <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard Navigation

**STEP 8:** Select the View Submission Status, Errors, and Notice Information link.

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

View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

	Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification	to Query the SSA Business Services Online
l understand that the files. I certify that I am the data and receive en	Social Security Administration (SSA) will validate the information I provide against the information in SSA's individual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the apployee wage information for the employer.
By selecting the "I A Services Online.	ccept" button, you certify that you have read, understand and agree to the user certification of Business

**STEP 9:** Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

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

	Social Security's Business Services Online (BSO)
	BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout
	SECORA
BSO I	
	Submission Selection
teceipt Ye The Receip he Receip	<b>ar</b> t Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, Year is identified on your original Resubmission Notice.
	Please Choose a Receipt Year (For Submissions After 12/14/07 Choose 2008): 2008 💙
VFID Optic	
'ou may si VFIDs for 1	ecify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all ne Receipt Year will be displayed.
Vote: If yc available. Submissio	u recently filed using electronic data transmission, allow one to six weeks for your submission information to be f you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. n information is not displayed for paper submissions.
	Enter WFIDs:
	Enter WFIDs: WFID 1:
	Enter WFIDs: WFID 1:
	Enter WFIDs: WFID 1: WFID 2: WFID 3:
	Enter WFIDs: WFID 1: WFID 2: WFID 3: WFID 4:
	Enter WFIDs:
cort Option	Enter WFIDs:
Sort Option	Enter WFIDs:
Sort Option	Enter WFIDs:
iort Option	Enter WFIDs:
Sort Option	Enter WFID: WFID 1: WFID 2: WFID 3: WFID 4: WFID 5: Sort List By: Receipt Date Continue Cancel Have a question? Call <b>1.800-772-6270</b> to speak with Employer Customer Service personnel. For TDD/TTY call <b>1.800-325-0778</b> .

I

STEP 10: Select the Receipt Year of your original submission from the Please Choose Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

STEP 11: If multiple Employee Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to step 13.

Employer Identification Number	
Your User ID is associated with multiple Emplo	yer Identification Numbers (EIN).
Please select a submitter EIN for this file:	001001004 🗸

**STEP 12**: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- STEP 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- STEP 14: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Main Menu page.)

Doo U-L	BSOI	Main Men	u   BSO Inform	ation Links (	Contact SSA ( K	eyboard Navigation   L	Logout	
BSO Help								
Return to Sul	bmission Selection							
			S	ubmissio	on Informa	ation		
Ibmission I	nformation f	or EIN: (	0-9999999	Receipt Yea	ar: 2006			
<ul> <li>Select the</li> <li>Select the</li> <li>Select the</li> <li>If you used</li> <li>If you have</li> <li>If you have</li> </ul>	View Notice link links in the Viev View Reports lind a method othe used the Intern wser menu Sav	<pre>&lt; in the Re. w Errors co nk in the R r than the I et to result e As or Pri.</pre>	submission Not lumn to view yo eports column t nternet to file yo omit a file, allow nt feature if you	vice column to v our error informa o view the stat our submission v 30 days for it wish to save o	view your resubmi ation. us of your report(s , allow six weeks to be displayed h r print this page fi	sission notice. s). for it to be displayed he ere. or your records.	re.	
ote: The Resu page display	bmission Notice s submission re	, View Erro cords 1 thr	vrs, and Reports ough 9 of the 9	a <i>columns will b</i> P: total submissio	oe <i>blank if they d</i> i age 1 of 1 ons.	o not apply to the submi	ssion.	
eceipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Repor
03/10/06	601102	01	RETURN	03/13/2006	View Notice	By Error Description By Report Number	Details	View Report
03/10/06	601101	01	COMPLETE	03/11/2006	eren eren eren eren eren eren eren eren	S. J. M.	Details	View Report
1000	601100	01	COMPLETE	03/11/2006	FED DA	man -	Details	View Report
03/10/06	601099	01	RECEIVED	03/11/2006	8 <u></u> . Mil	3	Details	View Report
03/10/06	100000000		RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Report
03/10/06	600861	01						View
03/10/06 03/10/06 01/19/06 01/19/06	600861	01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	Report
03/10/06 03/10/06 01/19/06 01/19/06	600861 600813 600812	01 01 01 01	RETURN	01/22/2006	View Notice View Notice	By Error Description By Report Number By Error Description By Report Number	Details Details	Report View Report
03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	600861 600813 600812 600811	01 01 01 01 01 01	RETURN RETURN RETURN	01/22/2006 01/22/2006 01/22/2006	View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number	Details Details Details	Report View Report View Report
03/10/06 03/10/06 01/19/06 01/19/06 01/19/06 01/19/06	600861 600813 600812 600811 600808	01 01 01 01 01	RETURN RETURN RETURN RETURN	01/22/2006 01/22/2006 01/22/2006 01/22/2006	View Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number	Details Details Details Details Details	Report View Report View Report View Report

**STEP 15**: Select the **View Notice** link in the Resubmission Notice column of the specific submission. The system displays the most recent Resubmission Notice.

BSO Main Men	IBSO Information Links   Contact SSA   Keyboard Navigation   Logout
TID: Lies usur browners man	Resubmission Notice
Date: March 14, 2006 E	IN: 00-9999999
Slot: 400039 V Receipt Year: 2006 N	VFID: 601102 - 01 lotice ID: *000006499*
NO-NAME COMPANY 1 NO-NAME STREET	
ANYTOWN, ST 99999	
We found errors in you http://www.socialsecurity.g	ur Form W-2 file that we cannot correct. Log in to view your error information a <i>w/bsc/bsowe/come.htm</i> with your active PIN and password.
If you have registered about your errors. If yo below for additional in	and have not received your password, call 1-800-772-5270 for information ou do not have an active PIN and password, see the Registration section formation.
WHAT YOU NEED T	O DO
STEP 1 VERIFY receipt of you Services Online (BSC this site, select <i>Ackno</i> (Wage File Identifier) statement. Select <i>Cor</i>	in notice within two weeks of the date of this notice on SSA's Business ) Web site at http://www.socie/security.gov/bso/bsowe/come.htm. After logging on to wiedge Resubmission Notice on the BSO Home Page. Enter the EIN, WFID and receipt year as they appear on this notice and choose the appropriate ntinue.
STEP 2 VIEW your errors on S the BSO Home Page the first six characters column, select By Error Report Number to vie within the error display	SA's BSO Web site at http://www.socialsecurity.gov/bso/bsowelcome.htm.Log on to and select View Status / Natice / Error Information, Enter the receipt year and of the WFID noted above. Select Continue. In the View Critical Errors or Description to view error information organized by error type OR select By w error information organized by report number. Use the underlined links / to navigate among various views of the data.
STEP 3 CORRECT your file us Media Reporting and necessary changes. If need a copy of the MN http://www.socialsecurity.c	sing your back-up copy of the file you originally sent us. Check the Magnetic Electronic Filing (MMREF-1) reporting specifications and make any you need help correcting your file, call us toll free at 1-800-772-6270. If you AREF-1 publication, visit our Web site at <i>overenployer pub.htm</i> .
STEP 4 RETURN your correct corrected file for your notification of errors. L diskette, tape or cartri	ed file to Social Security within 45 days. You must keep a back-up copy of the records. We will not return your file since you elected to receive electronic abel your Form W-2 media with your EIN and WFID when resubmitting on dge.
POSSIBLE PENALT The Internal Revenue a according to our requi of each year. Electron on the date a correct r	IES Service (IRS) may assess penalties for files that are not filed on time or not rements. Paper and magnetic media filers must file correctly before March 1 ic filers must file correctly before April 1. The amount of the penalty depends eport is filed.
<ul> <li>\$15 per VV-2 for consubmissions.</li> <li>\$30 per VV-2 for constant.</li> <li>\$50 per VV-2 for constant.</li> </ul>	rect filing after March 1 for paper and magnetic media, and after April 1 for electronic rect filing after the timeframes above but before August 1. rect filing on or after August 1. or no report filed.
Since the file must be even if we receive the before advising the IR	both on time and correct, the IRS may charge penalties for incorrect filing wage reports before the due date. We give you two attempts to correct a file S that the file is late.
A penalty may also ap	ply if you do not return your file within 45 days.
WAGE REPORTING	SERVICES ON THE INTERNET
EMPLOYER REPO SSA provides empl forms, publications	RTING INSTRUCTIONS AND INFORMATION overs with access to many resources at <i>http://www.socialaecurity.gov/employer</i> , including , Frequently Asked Questions (FAQs), contact information, news and much more.
ACCUWAGE     AccuWage/AccuW     and W-2C (W-2 Co     AccuWage and Ac	2C is free software from SSA that allows you to check your W-2 (Wage and Tax Statement) rection) files for over 200 different errors before you send them to SSA. You can download cuW2C from the Internet at <i>http://www.socialsecurity.gov/employer/accuwage</i> .
VERIFYING SOCIA Social Security offer For more information	NL SECURITY NUMBERS irs a free service that allows you to verify your employees' Social Security Numbers (SSNs). in please visit our Web site at <i>http://www.socialsecurity.gov/employee/asnv.htm.</i>
REGISTRATION     Registration is requ     http://www.socialse     You must change 1	nined to use BSO. You may register online at curity gov/bac/bac/bacwe/come htm or by phone at 1-800-772-5270. rour bassword at least once even: 356 days. If your password bas expired, you must re-

lf you h 7:00 a emplo	ave questions concerning this e-m .m. and 7:00 p.m. Eastern Time, M /erinfo@ssa.gov.	iail, you may call us toll free at 1-800-772-6270 betw londay through Friday or send an e-mail to	ween
E-mail email. SSA.	transmissions are not secure and You should not send personal or se	SSA does not send personal or sensitive informati ensitive information in your e-mail communications	ion ove with
If the c inform resubr	ompany name and/or mailing addre ation and EIN on the Code RA-Sub nitting the file.	ess shown on this notice are incorrect, review the a mitter Record of your Form W-2 MMREF-1 file prio	addres or to
	2		
W. Bu Assoc Office	nell Hurt ate Commissioner, of Central Operations		22
W. Bui Assoc Office	nell Hurt late Commissioner, of Central Operations		
W. Bu Assoc Office	nell Hurt late Commissioner, of Central Operations Options Acknowledge This Notice	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice either online or by phone.	52



The Resubmission Notice column may be empty if there is no resubmission notice for the specific submission.

**STEP 16**: Select the **Acknowledge This Notice** button to acknowledge that you have received the notice. The system displays the Acknowledge Resubmission Notice page.



The **Acknowledge This Notice** button will be displayed only if you have not previously acknowledged the notice.

	Social Security Online Business Services Online Social Security's Business Services Online (BSO)	
	BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout	
BSO Help		
	Acknowledge Resubmission Notice	
Use this form to ackn Employer Identificatio Social Security Admi	owledge that you received a notice from the Social Security Administration requiring you to resubmit your wage data. Please n Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you rece nistration.	e specify the ved from the
EIN:		
WFID - Version:		1000
Receipt Year:	2007 💟	1
Choose one of the	following:	(
	I filed using electronic media (e.g. Internet or Electronic Data Transfer).	
	I filed using physical media (e.g. tape, cartridge, or diskette) and I received my submission in the mail.	-
$\cap$	I filed using physical media (e.g. tape, cartridge, or diskette) and I did not receive my submission in the mail.	$\cap$
Acknowledge Notic	e Cancel	$\subseteq$
S	Have a question? Call <b>1-800-772-6270</b> to speak with Employer Customer Service personnel. For TDD/ITTY call <b>1-800-325-0778</b> .	S.

- STEP 17: Enter your EIN, WFID, Version, and Receipt Year (exactly as they appear on the Resubmission Notice you received from SSA) and indicate the appropriate filing method.
- STEP 18: Select the Acknowledge Notice button to process the acknowledgement. (Otherwise, select the Cancel button to cancel the acknowledgement and return to the BSO Main Menu page.) The system displays the Notice Acknowledgement Receipt page.

Social Security Online Business Services Online
Social Security's Business Services Online (BSO)
BSO Main Menu (BSO Information Links (Contact SSA) Keyboard Navigation (Logout
Зво неір
Notice Acknowledgment Receipt
4-Sep-06 02:29 PM Eastern Time
hank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.
you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For DD/TTY call 1-800-325-0778.
BSO Home
0.47
Have a question? Call <b>1.800-772-6270</b> to speak with Employer Customer Service personnel. For TDD/TTY call <b>1.800-325-0778.</b>
BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout

**STEP 19**: Select the **BSO Home** button to return to the BSO Main Menu page.

# LESSON 5: VIEW ERROR INFORMATION FOR PREVIOUSLY SUBMITTED DATA

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name/SSN Errors role. Follow the instructions below to browse information about errors found in your submission data.

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

Social Security Online	<b>Business Servi</b>	ces 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 Services ( Welcome to Business Servi	Online BSO HELP ices Online
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 Si Access various BSO service <b>REGISTRATION</b> - If you at started and need to complete, you can Reques	(BSO) enables organizations and authorized indivi ecurity Administration. You must Register to use th ces and functions. re a new user, select the "Register" button to creat ete your Registration process, select the "Complet t, Activate and Access services and functions.	iduals to conduct business with and submit confidential nis website. Registered users may Request, Activate and te a password and receive your User ID. If you have te" button. In either case, after your Registration is
BSO Electronic W-2 Filing Handbook     StIVS Handbook     Video - Software Demonstration     Tutorial     Employer Information     Suite of Services     Apply For EIN     Navigation     Online Security Policy     The Privacy Act and the Freedom of     Information Act     Contact Us     Electronic Records Express     Government to Government Services     Online	LOG IN to REQUEST, AC display the BSO Main Men Maintenance" to request ac contact information. Información para el Empleado Log in to Business Se New user? Register fo Complete Phone Reg	TIVATE AND ACCESS FUNCTIONS - Register u. Then you may access services and functions yo ctivation of additional services and functions, deac or en Español ervices Online here or Business Services Online here istration what is this?	red users can select the "Log In" button to login and ou have already activated, or you may select "Account ctivate your User ID, and/or change your password or Log In Register Complete Phone Registration
News  Vage News Electronic Records Express News Social Security Number Verification News Consent Based SSN Verification Form SSA-1694 News	Reporting Wages to the Allows you to send for keying W-2 and W-2c you have received a nu for a one time 15-day	Explanation of BSO Se te SSA ms W-2 and W-2c to Social Security by uploading information into an online form. Capability to view otice requesting that you resubmit your wage file, i extension to the deadline for resubmitting your wa More information about Rep	a specifically formatted electronic file or by directly Submission and Report processing status is available. If t can be acknowledged online. Additionally, you may ask ge file.
	Social Security Number For the purposes of co files to request verifica company that has hire	er Verification Service (SSNVS) ompleting W-2 and W-2c SSNVS allows you to col ation of names and Social Security Numbers of en d you to perform this service. More information about Verifying Sor	mplete an online form or submit specifically formatted ployees of the company for which you work or the stal Security Numbers
	Form SSA-1694 Reque Business entities that must provide SSA with OCO AREP. Registration Select Login to comp Select Register to ob	est for Business Entity Taxpayer Information have attorney and/or non-attorney representatives h taxpayer identification information using the Forr lassa.gov. Dete, update or view the Form SSA-1694. tain a User ID and password to complete the Forr More information about the Attor	as partners or employees who receive direct payment n SSA-1694. For information on how to register, contact n SSA-1694. mey Fee Service
TSA.gov	Privacy Policy   Website Policies & Ott	Have a question? Call 1-800-772-6270 to speak with Employ For TDD/TTY call 1-800-325-07 her important Information   Site Map av Nov 21, 2007	ver Customer Service personnel. 778. <u>Need Larger Text?</u>

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

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome   BSO Information   Keyboard Navigation	
	Log In to BSO	BSO HELP
Online Services Availability	<u>Boo vietoome</u> > Login	
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)	
DON'T USE YOUR BROWSER'S	Password: Forgot your password?	
BACK BUTTON	(not case sensitive)	
	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files	
Effective October 2007, your Personal Identification Number (PIN)	I certify that:	
IS now referred to as your user ib.	<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	hij odcho.	
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.	
	□ I Accept	
	Cancel	]
	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 Welcome   BSO Information   Keyboard Navigation	

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

**STEP 4:** Select the "I Accept" check box after reading the conditions defined on the Log In to BSO page. 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.)

www. <u>s</u> ocialsecurity.gov		BSO <u>M</u> ain Menu   BSO Information   Contact <u>U</u> s   Keyboard <u>N</u> av	igation
		Main Menu	LOGOUT   BSO HELI
Online Services Availability			
Monday-Friday: 5 AM - 1 AM ET     Saturday: 5 AM - 11 PM ET	Welcome, KAMAL Your password ex	LJIT RANDHAWA pires on <b>September 15, 2008</b>	
<ul> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Report Wages	s To Social Security	
DON'T USE YOUR BROWSER'S BACK BUTTON	Submit, downlo. View submissic Request resubr	ad or process W-2s and W-2cs on status, acknowledge resubmission notices or mission extensions	
Online, you must first request access to that service. To request access to BSO services, select "Account	View File / Wa View report star	Ige Report Status with Name / SSN Errors Itus, errors and notice information	
Maintenance". From the Account Maintenance page, select "Request	Social Securi	ty Numbers Verification Service	
Access to BSO Services".	Request online Submit files for	SSN verification, or SSN verification	
	Form SSA-169 Submit or upda representation	94 Request for Business Entity Taxpayer In te a Business Taxpayer Information form to receive form 1099 for wor	I <mark>formation</mark> rk related to claimant
	Account Main	Itenance	
	Re-request acti	ivation code for services	
	Change your pa Update your us	assword er registration or employer information, or Remove employer informat	tion
		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 Cus Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .	stomer
www.socialsocurity.gov		BSO Main Menu   BSO Information   Contact Us   Keyboard Nav	vigation

STEP 5: Select the Report Wages to Social Security link.

#### Report Wages To Social Security

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation	
	Report Wages to Social Security	LOGOUT   BSO HELP
Online Services Availability		
<ul> <li>Monday-Friday: 5 AM - 1 AM ET</li> <li>Saturday: 5 AM - 11 PM ET</li> <li>Sunday: 8 AM - 11:30 PM ET</li> </ul>	Submit or Resubmit Wage File, W-2 Online, and W-2c Online and Submission Status	View
	Resubmission Notice Processing	
BUTTON	Acknowledge resubmission notices and request resubmission extensions	
	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 Main Menu   BSO Information   Contact Us   Keyboard Navigation	

## STEP 6: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link.

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

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

Social Security Offinite	
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu   BSO Information   Contact Us   Keyboard <u>N</u> avigation
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status
	BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission Status
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST DON'T USE YOUR BROWSER'S BACK BUTTON	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).
	BSO Main Menu
	Have a question? Call <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> .

STEP 7: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

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

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s. 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				
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  DON'T USE YOUR BROWSER'S BACK BUTTON	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.  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 Main Menu   BSO Information   Contact Us   Keyboard Navigation				

**STEP 8:** Select the **View Submission Status**, **Errors**, and **Notice Information** link.

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

View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, 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 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.
I Accept I DO NOT Accept

**STEP 9:** Select the **I** Accept button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

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

	Social Security's Business Services Online (BSO)
	BSO Main Menu   BSO Information Links   Contact SSA   Keyboard Navigation   Logout
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0001	
	Submission Selection
eceipt Ye he Receip he Receipt	<b>r</b> Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, Year is identified on your original Resubmission Notice.
	Please Choose a Receipt Year (For Submissions After 12/14/07 Choose 2008): 2008 💌
VFID Optio	
ou may s; VFIDs for t	ecify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all le Receipt Year will be displayed.
voro. n yo	) recentil theo lising electronic data transmission, allow one to six weeks for Your summission information to ne
vailable. Jubmissic	recently filed using electronic data transmission, allow one to six weeks for your submission information to be i you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. In information is not displayed for paper submissions.
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vailable. ubmissic	Pecently filed using electronic data transmission, allow one to six weeks for your submission information to be i you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. in information is not displayed for paper submissions. Enter WFIDs: WFID 1: WFID 2:
vailable. Jubmissic	Precently filed using electronic data transmission, allow one to six weeks for your submission information to be i you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. information is not displayed for paper submissions. Enter WFIDs: WFID 1: WFID 2: WFID 2: WFID 3: WFID 4:
vailable. ubmissic	Precently filed using electronic data transmission, allow one to six weeks for your submission information to be i you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs.  Enter WFIDs:  WFID 1:  WFID 2:  WFID 3:  WFID 4:  WFID 5:
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vailable. Submissic	Precently filed using electronic data transmission, allow one to six weeks for your submission information to be i you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs.  Enter WFIDs:  WFID 1:  WFID 2:  WFID 3:  WFID 4:  WFID 5:  Sent List By: Beceint Date
vailable. ubmissic	Information is not displayed for paper submissions will be displayed unless you specify one or more WFIDs.         Information is not displayed for paper submissions.         Enter WFIDs:         WFID 1:         WFID 2:         WFID 3:         WFID 5:         Sort List By:
vailable. Jubmissic	Internet with the using electronic data transmission, allow one to six weeks for your submission information to be i you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs.         Information is not displayed for paper submissions.         Enter WFIDs:         WFID 1:         WFID 3:         WFID 4:         WFID 5:         Sort List By:         Receipt Date         Continue       Cancel
ort Option	Information is not displayed for paper submissions will be displayed unless you specify one or more WFIDs.         Enter WFIDs:         WFID 1:         WFID 2:         WFID 3:         WFID 4:         WFID 5:         Sort List By:         Receipt Date         Merce a question? Call 1.800-772-6270 to speak with Employer Customer Service personnel.         Enter UPD/TTY call 1.800.325.0778

STEP 10: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

**STEP 11:** If multiple Employee Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to step 13.

Employer Identification Number Your User ID is associated with multiple Employer Identification Numbers (EIN). Please select a submitter EIN for this file:

STEP 12: This step is optional. Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN or SSN for the selected Receipt Year.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- **STEP 13**: Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- **STEP 14**: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the **Cancel** button to return to the BSO Main Menu page.)

	BSO N	Main Men	u IBSO Inform	ation Links ( (	Contact SSA ( Ki	eyboard Navigation ( L	ogout	
BSO Help								
Return to Sub	mission Selection							
			S	ubmissio	on Informa	ation		
<ul> <li>O Select the o Select the o Select the o Select the o Select the o If you used o If you have     </li> <li>P: Use your brow Note: The Resub</li> </ul>	results displaye View Notice link links in the Viev View Reports lir a method other used the Intern vser menu Save mission Notice,	or EIN: ( d in the Se v Errors co k in the R than the I et to result e As or Pri View Erro	00-9999999 ubmission Statu submission Not ilumn to view yo eports column t nternet to file yo omit a file, allow nt feature if you ors, and Reports	Receipt Yes As column for a <i>ice</i> column to v ur error informa o view the statu- ur submission 30 days for it wish to save o <i>columns will b</i>	ar: 2006 n explanation of s view your resubmi ation. us of your report(s , allow six weeks to be displayed h r print this page fo be blank if they do	submission status codes ission notice. s), for it to be displayed he ere. or your records. o not apply to the submi	s. re. ssion.	
is page displays	submission rec	cords 1 thr	ough 9 of the 9	Pa total submissio	age 1 of 1 ons.	S.A.	N	
Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Report
03/10/06	601102	01	RETURN	03/13/2006	View Notice	By Error Description By Report Number	Details	View Reports
03/10/06	601101	01	COMPLETE	03/11/2006	s and the second	N J M	Details	View Reports
03/10/06	601100	01	COMPLETE	03/11/2006	FERENCE	ma . I	Details	View Reports
03/10/06	601099	01	RECEIVED	03/11/2006	51 <u>22.</u> Mil		Details	View Reports
01/19/06	600861	01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
	600813	01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06		01	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06	600812	<u> </u>	RETURN	01/22/2006	View Notice	By Error Description By Report Number	Details	View Reports
01/19/06 01/19/06 01/19/06	600812	01		A COLORED TO A COL	the second s	By Error Decoription	-	View
01/19/06 01/19/06 01/19/06 01/19/06	600812 600811 600808	01	RETURN	01/22/2006	View Notice	By Report Number	Details	Reports



The View Errors column will not include any links if there are no errors related to the specific submission.

- STEP 15: Select either the By Error Description or By Report Number link in the View Errors column of the specific submission to display any errors associated with the submission. Refer to Step 16 if you select the By Error Description link. Refer to Step 19 if you select the By Report Number link.
- **STEP 16**: Select the **By Error Description** link in the View Errors column of the specific submission you wish to view. The system displays the All Errors by Error Description page.

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6						
	All Erro	ors by El	ror Desc	ription		
ation for Submitter						
r: 2006, WFID: 601	102, Version: 01					
cular report number :	to view all errors fo	or that report.	Select View A	// to view all rep	orts for a par	ticular
ew All link is present,	all reports are alre	eady displaye	d. Select the r	esults displayed	in the Repo	ort Status rror found
report.	s codes. Select De	atans to view	detailed effor	momation a	a particular e	noriound
: If the submission s	hows one or more	reports in RE	ETURN status,	view and corre	ct errors befo	ore
When you resubmit	a file, include any r MPLETE report wi	eports that sh	now COMPLE	TE status also, l	out make NC s. This can ca	) changes
onsequences for emp	ployees and the en	nployer. Corr	ections after a	report is COMF	PLETE can o	nly be
g a w-zc report.						
rowser menu S <i>ave As</i> o	r <i>Print</i> feature if you w	ish to save or pi	rint this page for ;	your records.		
Error Descriptior	n Importance	Total Error Count	Report EIN	Report Number	Report Status	
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A Co	- States	AST AND		WELD.		
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1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	All Errors by Report Nu	umber	View All Error	rs by Report Nur	mber.	
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Have a c	westion? Call <b>1 800 7</b>	72 6270 to enos	k with Employer	Customer Service	norconnol	
Have a c	uestion? Call <b>1-800-7</b> F	<b>72-6270</b> to spea for TDD/TTY cal	ak with Employer I <b>1-800-325-0778</b>	Customer Service	personnel.	
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**STEP 17**: Select the **Details** link in the in the row of the error description that you wish to view. The system displays the Detailed Information for Error page.

	BSO Main Menu   BS(	) Information Lin	ks Contact SSA Keyboa	rd Navigation   Logout	
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		Detailed In	formation for Error		
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		Report Nur	mber 0000000001	Sec. 2	
ion for EIN: 00-999	99999, Tax Year: 2003				
r browser menu S	Save As or <i>Print</i> feature if you	wish to save or prir	nt this page for your records.		
-	<u> </u>				
Employer Nan	ne: NO-NAME COMPANY		Tax Year: 2006	14.0	
Employer EIN:	. 00-9999999		Establishment Number: 1	113	
Fundame Fran	allowers and Transac Basic albumat		Demoste JMI 2 County 0000	000	
Employer Emp	ployment Type: Agricultural		Reported W-2 Count: 8888	3888	
Employer Emp Tax Jurisdicti Importance: I Error Descript agree with our are in the prop	ployment Type: Agricultural ion: Domestic Form W-2 (NFORMATIONAL tion: Some Employee Wage Re r records. This may be due to a per positions in the RW Record	acords in the wage ra data processing erro s. Also, please chect	Reported W-2 Count: 8886 Processed W-2 Count: 00 eport contain Names and/or S or. Check the structure of the v k all names to ensure that a)	3888 002 ocial Security Numbers (SSNs) vage report to ensure that Nam the first name and/or the last na	) that do not ies and SSN ame fields ar
Employer Emp Tax Jurisdicti Importance: I Error Descript agree with our are in the prop not blank; b) tf middle name Please check card; b) the SSS not contain "12	ployment Type: Agricultural ion: Domestic Form W-2 INFORMATIONAL tion: Some Employee Wage Ri- records. This may be due to a ber positions in the RW Record he name agrees with the indivic and last name are provided in all SSNs to ensure that. a) the SN is nine (9) numeric characte 11111111", "333333333" or "12	ecords in the wage n data processing err s. Also, please chec, Jual's name exactly a separate fields; d) th SSN agrees with the rs and does not com '3456789"; d) the SS	Reported W-2 Count: 8886 Processed W-2 Count: 00 eport contain Names and/or S or. Check the structure of the v k all names to ensure that a) as it is shown on the individua e individual's title (Mr., Mrs., et individual's SSN exactly as it tain letters, blanks, spaces, hy N does not begin with "8" or "6 Missing Failed to	3888 102 ocial Security Numbers (SSNs) vage report to ensure that Nam the first name and/or the last n: 's Social Security card, c) the fi c.) is not included in any of the is shown on the individual's So ophens, prefixes or suffixes; c) t ", and e) the SSN is not in reve Total Failed	) that do not les and SSN ame fields ai rst name, name fields. icial Security the SSN doe: irse order.
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**STEP 18**: Select the **Submission Information** button to return to the Submission Information page.

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Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
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03/10/06	601101	01	COMPLETE	03/11/2006	9-63/0xm	N J Y	Details	View Reports
03/10/06	601100	01	COMPLETE	03/11/2006	FERRE	ma .	Details	View Reports
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01/19/06 01/19/06 01/19/06 01/19/06	600813 600812 600811	01	RETURN RETURN	01/22/2006	View Notice View Notice	By Error Description By Report Number By Error Description By Report Number	Details Details	Reports View Reports
01/19/06 01/19/06 01/19/06 01/19/06 01/19/06	600813 600812 600811 600808	01	RETURN RETURN RETURN	01/22/2006 01/22/2006 01/22/2006	View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number	Details Details Details	Reports View Reports View Reports

**STEP 19**: Select the **By Report Number** link in the View Errors column of the specific submission to display any errors associated with the submission. The system displays the All Errors by Report Number page.

BSO Help		AII	Errors by	Repor	t Number		
Error Informatio Receipt Year: 20	n for Submitte 006, WFID: 601	r <b>EIN:</b> 00-9999 102, <b>Version</b> :	- 9999 01	ntones. Segn			
Select a particula	r error descriptio	on to view all re	eports for that er	ror.			
Select the results	displayed in the	Report Status	s column for an e	explanation	of status codes.		
Select Details to	view detailed en	ror information	for a particular	error found	l in a particular rep	ort.	
in the COMPLET	E reports. A CO	MPLETE repo	rt will be proces	sed again	if it contains chance	es. This c	an cause
ri the COMPLET serious tax conse made by filing a V TIP: Use your brows Report	E reports. A CO equences for em V-2c report. er menu Save As o Report EIN	MPLETE repo ployees and th r <i>Print</i> feature if y <b>Report</b> Status	rt will be proces e employer. Cor rou wish to save or Error Desc	sed again rrections a print this pay cription	if it contains chang fter a report is CO ge for your records. Importance	ies. This of MPLETE	can cause can only be
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**STEP 20:** Select the **Details** link in the row of the report number you wish to view. The system displays the Detailed Information for Error page.

	Social	Security's Dusiness	Services Online (BS	0)	
E	3SO Main Menu   BSO In	formation Links   Co	ontact SSA   Keyboa	rd Navigation   Logout	
lp					
		Detailed Inform <i>valid Names a</i> Report Number	ation for Error and/or SSNs in 0000000001		
on for EIN: 00-9999999, T	Fax Year: 2003				
hrowser menu Save As	or <i>Print</i> feature if you wish	to save or print this i	name for your records		
Employer Name: NO-		i lax	: Year: 2006 ablishment Number: 11	12	
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Employer Employmer Tax Jurisdiction: Don Importance: INFOR	mestic Form W-2 MATIONAL Ime Employee Wage Record	Pro Pro	cessed W-2 Count: 00	02 ocial Security Numbers (S	SNs) that do not
Employer Employment Tax Jurisdiction: Don Importance: INFOR Error Description: So agree with our records are in the proper posi not blank; b) the name middle name and las Please check all SSN card; b) the SSN is nir not contain "1111111	mestic Form W-2 MATIONAL Ime Employee Wage Recorr s. This may be due to a data tions in the RW Records. Al e agrees with the individual's t name are provided in seps ls to ensure that: a) the SSN to ensure that: a) the SSN ne (3) numeric characters an 11", "333333333" or "12345	ds in the wage report ca a processing error. Che so, please check all na s name exactly as it is : rate fields; d) the indivio agrees with the indivio a does not contain let 6789"; d) the SSN does	cessed W-2 Count: Bac contain Names and/or Si ck the structure of the w mes to ensure that a) shown on the individual dual's title (Mr., Mrs., ett lual's SSN exactly as it i lens, blanks, spaces, hy s not begin with "8" or "9	02 ocial Security Numbers (S rage report to ensure that he first name and/or the la 's Social Security card; c) t .) is not included in any of s shown on the individual' phens, prefixes or suffixes "; and e) the SSN is not in	SNs) that do not Names and SSN ist name fields ai he first name, 'the name fields. 's Social Securids 's o'the SSN doe ; e'verse order.
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If you have authorization to view the names and SSNs from your wage submission that failed to match, they will appear on the Detailed Information for Error page where the error indicates invalid names and SSNs. Otherwise, you will see the number of failed SSNs. For instructions on requesting authorization to view this information, see the Registration Services section of the tutorial.