



BSO Tutorial for Tax Year 2008

W-2 Online

Contains the following lessons:

- [Create Forms W-2 Online](#)
- [Resume Unsubmitted Forms W-2](#)
- [Download Submitted Forms W-2](#)

LESSON 1: CREATE FORMS W-2 ONLINE

Follow the instructions below to create up to 20 Forms W-2 online.

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

Social Security Online
Business Services Online

http://val.ssa.gov/
Home | Questions? | Contact Us

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

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.

Information

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

News

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

Business Services Online

Welcome to Business Services Online

[BSO HELP](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

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

Explanation of BSO Services

Reporting Wages to the SSA

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

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

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

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

Form SSA-1694 Request for Business Entity Taxpayer Information

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

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

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

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

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

[Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)
Last reviewed or modified Wednesday 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
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [BSO HELP](#)

[BSO Welcome](#) > Login

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

[Need to complete your phone registration?](#)

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- 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.
- 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

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

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

STEP 3: Enter your User ID and password.

STEP 4: Select the “I Accept” check box after reading the conditions defined on the Log In to the BSO page. Select the **Login** button. The system displays the BSO Main Menu page (To return to the BSO Welcome page, select the Cancel button.).

Social Security Online
Business Services Online

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

Main Menu

[LOGOUT](#) | [BSO HELP](#)

Welcome, KAMALJIT RANDHAWA
Your password expires on **September 15, 2008**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)
View report status, errors and notice information

[Social Security Numbers Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

[Account Maintenance](#)
Request, activate or remove access to services
Re-request activation code for services
Change your password
Update your user registration or employer information, or Remove employer information

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

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

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.

The screenshot shows the Social Security Online Business Services Online interface. At the top, there is a red header with "Social Security Online" and "Business Services Online". Below this is a dark blue navigation bar with "www.socialsecurity.gov" on the left and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation" on the right. The main content area has a white background. On the left side, there is a sidebar with "Online Services Availability" and a yellow warning box that says "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area features the title "Report Wages to Social Security" and a "LOGOUT | BSO HELP" link. Below the title, there is a breadcrumb trail "BSO Main Menu > Report Wages to Social Security". The primary action link is "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". Below this is a section for "Resubmission Notice Processing" with the text "Acknowledge resubmission notices and request resubmission extensions" and a "BSO Main Menu" button. At the bottom of the page, there is a footer with contact information: "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and another navigation bar identical to the one at the top.


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 OnlineBusiness Services Online

www.socialsecurity.govBSO [Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)



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

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

Online Services Availability

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

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 Submission Status Information

View current status 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 2007. 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 2007 W-2s. Five (5) reports can be entered at one time.

[Resume Unsubmitted W-2c](#)
Continue processing your unsubmitted W-2cs.

[Download Submitted W-2c](#)
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

BSO Main Menu

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

www.socialsecurity.govBSO [Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

STEP 7: Select the **Enter Form W-2** link.**[Enter Form W-2](#)**

Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2007. Twenty (20) reports can be entered at one time.

The system displays the Wage Reporting Attestation page.



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

Wage Reporting Attestation

User Certification 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 8: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. If you do not have any saved but unsubmitted reports, the system displays the W-2 Online Information for Tax Year 2008 page.

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



*If you have any existing unsubmitted reports, the system will display the W-2 Online Unsubmitted Reports for Tax Year 2008 page. For tax year 2008, you may have a maximum of 50 unsubmitted reports at one time. When you have reached the 50 'saved' report limit, you must first submit an existing report in order to be able to start a new report. If there are 49 or fewer reports, you may continue without submitting the existing reports by selecting the **Start a New Report** button. Refer to [Lesson 2: Resume Unsubmitted W-2s](#) for more information.*


Social Security Online
Business Services Online

[W2 Online Help](#)

W-2 Online Information for Tax Year 2008

W-2 Online lets you create, print, and submit up to 20 Forms W-2 to the Social Security Administration. You may not use W-2 Online if any of the restrictions below apply to you.

Note: W-2 Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 14 through 20 on the Form W-2 will not be shown on the Form W-3. However, this data will be displayed on individual W-2s when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3 and Forms W-2. Follow [this link](#) to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

The following RESTRICTIONS apply to all W-2 Reports:

- Agent Indicator Codes may not be filed using Forms W-2.
- Self-employed income recipients who are not paid wages by a church or religious organization should not file Forms W-2.

Note: Self-employment income and applicable taxes must be reported on the Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service at <http://www.irs.gov/> or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2 Online:

- Do NOT use W-2 Online if you are attempting to file Forms W-2c.
- Do NOT use W-2 Online if you are filing for a tax year other than 2008.
- Do NOT use W-2 Online if you are filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Do NOT use W-2 Online if you are filing using military Employment type or using a Military B list Employer Identification Number (EIN).
- If you are filing using a Military A list EIN, you may only use an Employment type of Regular (941) or Medicare Qualified Government Employment (MQGE), and the establishment number must be left blank.
- Do not use W-2 Online if you are submitting "Third-party sick pay recap Forms W-2 and W-3" described in part 6 of Internal Revenue Service publication 15-A at <http://www.irs.gov/>. A recap form is a special W-2 that does not contain an employee name or Social Security Number. Submit those on a paper form W-2 with a W-3.
- You may enter up to 20 Forms W-2 per Form W-3 using this system.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **billy's tire + icecream**
 Your Company's EIN: **11-2132133**
 Your Name: **BILL BREESE**
 Your Address: **123 TEST LANE**
BALTIMORE, MD
21230
 Your Phone: **4108528525**
 Your Extension (optional): **<Not Specified>**
 Your Fax (optional): **<Not Specified>**
 Your E-Mail Address (optional): **bill@ssa.gov**

If the above registration information is no longer accurate, please [follow this link](#) to log out and update it.

If you need assistance with the information requested on either the Form W-2 or Form W-3, please visit the Internal Revenue Service web site at <http://www.irs.gov/> or call 1-800-829-4933. For TDD/TTY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

I am filing Forms W-2 for my company's employees

I am filing Forms W-2 for another company's employees

Options	
<input type="button" value="Continue"/>	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
<input type="button" value="Cancel"/>	Abandon your changes and return to the BSO Main Menu.

Privacy Act and Paperwork Reduction Act Notice.
 We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: **Form W-2** -- 30 minutes, and **Form W-3** -- 29 minutes.


STEP 9: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the registration information.



*The **FOR WHOM ARE YOU FILING?** radio buttons are not available for self-employed users.*

STEP 10: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2 Online Employer Data for Tax Year 2008 page (Otherwise, select the **Cancel** button to end this session and return to the BSO Main Menu page.).

STEP 11: Enter your employer information.


Social Security Online
Business Services Online

W2 Online Help

W-2 Online Employer Data for Tax Year 2008

Please fill in your information below:

Fields marked with an asterisk (*) MUST be completed.

Employer's Information

Employer Identification Number (EIN) * :

Employer's Name * :

Employer's Address

Address Line 1:

Address Line 2:

City * :

Please enter a U.S. Domestic Address OR a Foreign Address

Country * :

State Abbreviation (for U.S.) / Province * :

Zip / Postal Code * : Zip Ext: (U.S. Only)

Other EIN used this year:

Please identify Kind of Payer * :

941 (Regular)
 943 (Agricultural)
 944 (Certain small employers)

CT-1 (Railroad)
 Hshld. emp.
 Medicare govt. emp. (For Government EINs ONLY)

(Note: Military payers cannot file using this service)

Warning! Be sure to select the appropriate *Kind of Payer*. You will not be given an opportunity to change your selection later.

Third-party sick pay

Establishment Number:

W3 Control Number:

Contact Person

Name * :

E-mail Address:

Telephone Number: Ext:

Fax Number:


Options

Continue	Save your entries and begin creating W-2s.
Cancel	Abandon your entries and return to the BSO Main Menu.



All fields marked with an asterisk must be completed. If you selected the “I am filing Forms W-2 for my company’s employees” radio button, the company information is populated from the Social Security Administration’s (SSA’s) records, but you can change it if need be.

STEP 12: Select the **Continue** button. The system displays the W-2 Online Form W-2 for Tax Year 2008 page (Otherwise, select the **Cancel** button to exit and return to the BSO Main Menu page.).


Social Security Online
Business Services Online

W2 Online Help

W-2 Online
Form W-2 for Tax Year 2008

W-2 Status:
 You are currently working on W-2 number 1..

Fields marked with an asterisk (*) MUST be completed.

a Employee's Social Security Number * [] - [] - []	For Official Use Only OMB No. 1545-0008		
b Employer Identification Number 11 - 2132133	1 Wages, tips, other compensation \$ [] . []	2 Federal Income Tax withheld \$ [] . []	
c Employer's Name, Address, and ZIP code TESTER BALTIMORE MD 21244	3 Social security wages \$ [] . []	4 Social security tax withheld \$ [] . []	
	5 Medicare wages and tips \$ [] . []	6 Medicare tax withheld \$ [] . []	
	7 Social security tips \$ [] . []	8 Allocated tips \$ [] . []	
d Control Number []	9 Advance EIC payment \$ [] . []	10 Dependant care benefits \$ [] . []	
e Employee's First Name, Middle Initial, Last Name and Suffix First: * [] Middle: [] Last: * [] Suffix: []	11 Nonqualified plans: Section 457 distributions or contributions \$ [] . [] Not Section 457 distributions or contributions \$ [] . []		12a Code: [v] \$ [] . []
	f Employee's Address Address Line 1: [] Address Line 2: [] City: * [] U.S. Address OR a Foreign Address Country: * United States [v] State /Province: * [] Zip /Postal Code: [] Zip Ext (U.S. Only): []		12b Code: [v] \$ [] . []
13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sickpay <input type="checkbox"/>		12c Code: [v] \$ [] . []	
14 Other Description [] Amount \$ [] . []		12d Code: [v] \$ [] . []	
15 Employers State ID number [] []	16 State wages, tips, etc. \$ [] . []	17 State income tax \$ [] . []	18 Local wages, tips, etc. \$ [] . []
		19 Local income tax \$ [] . []	20 Locality name []

Options

<input type="button" value="New W-2"/>	Keep this W-2 and create another W-2.
<input type="button" value="Done"/>	Keep this W-2 and review a list of W-2s you have entered.
<input type="button" value="Cancel"/>	Abandon this W-2 and review a list of W-2s you have entered.

STEP 13: Enter the W-2 data in the appropriate boxes.

STEP 14: Select **New W-2** to save this W-2 information and create another W-2. Select the **Done** button to save this W-2 information and proceed to the W-2 Online Data Review for Tax Year 2008 page. Select the **Cancel** button to delete entries made to this W-2 and proceed to the W-2 Online Data Review for Tax Year 2008 page.

**NOTE**

*You can enter a maximum of 20 W-2s. When entering your twentieth W-2, the system will no longer display the **New W-2** button.*

STEP 15: After you select **New W-2** or **done**, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select **Done** or **New W-2** to proceed to the W-2 Online Data Review for Tax Year 2008 page.



Social Security Online Business Services Online

W2 Online Help

W-2 Online Data Review for Tax Year 2008

This wage report is being prepared for:

EIN: 11-2132133

BMG

BALTIMORE , MD 21211

#	SSN	Name	Options
1.	111-11-1111	T TESTER	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2"/>	Create another W-2.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3"/>	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2 Online without submitting your annual wage report to SSA. Your employer information and Forms W-2 will be saved until 01/16/2009. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.

STEP 16: Select the **View/Edit** button next to the appropriate record to view or edit the W-2 data. If you want to delete the W-2 record, select the **Delete** button next to the appropriate record.

STEP 17: Select one of the following options:

New W-2 button to create another W-2.


Edit Employer Info button to change previously entered employer information.

Go to W-3 button to view your form W-3 totals (see Step 19 for more details).

Save and Quit button to Exit W-2 Online without submitting wage report to SSA.

Quit and Delete Button to Exit W-2 Online without saving any data entered.

STEP 18: Select the **Go to W-3** button to submit your wage data. The system will display the W-2 Online Form W-3 for Tax Year 2008 page.



W-2 Online
Form W-3 for Tax Year 2008

[W2 Online Help](#)

a Control Number		<small>For Official Use Only OMB No. 1545-0008</small>					
b Kind of payer 941 - Regular		1 Wages, tips, other compensation	\$335.00	2 Federal Income Tax withheld	\$0.00		
		3 Social security wages	\$0.00	4 Social security tax withheld	\$0.00		
c Total number of Forms W2 2		d Establishment number		5 Medicare wages and tips	\$0.00		
e Employer identification number 11-132133		7 Social security tips		\$0.00	8 Allocated tips	\$0.00	
Employer's name, address, and ZIP code TEST 100 BALTIMORE, MD 12333		9 Advance EIC payment		\$0.00	10 Dependent care benefits	\$0.00	
		11 Nonqualified plans		\$0.00	12 Deferred Compensation		\$0.00
		13 For third-party sick pay use only					
		14 Income tax withheld by payer of third-party sick pay				\$ 0 .00	
h Other EIN used this year							
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ 0 .00		17 State income tax \$ 0 .00			
		18 Local wages, tips, etc. \$ 0 .00		19 Local income tax \$ 0 .00			
Contact person BILL BREESE		Telephone number 4108528525					
E-mail Address bill@ssa.gov		Fax Number					

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2008 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><small>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2. No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.</small></p>
<input type="button" value="Print Wage Report"/>	<p>Print your unsubmitted Tax Year 2008 wage report.</p> <p><small>Note: Selecting this option will not submit your wage report to the Social Security Administration.</small></p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</p>



The New W-2 option will not be available if 20 W-2s are already saved for the current report. The Go to W-3 option will not be available if no saved W-2s exist for the current employer.

STEP 19: Select one of the following options:

Submit Wage Report button to submit your wage information. Go to [Step 20](#) for more information.

Print Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to [Step 24](#) for more information.

Return to W-2 Online Data Review Page button to edit your data.

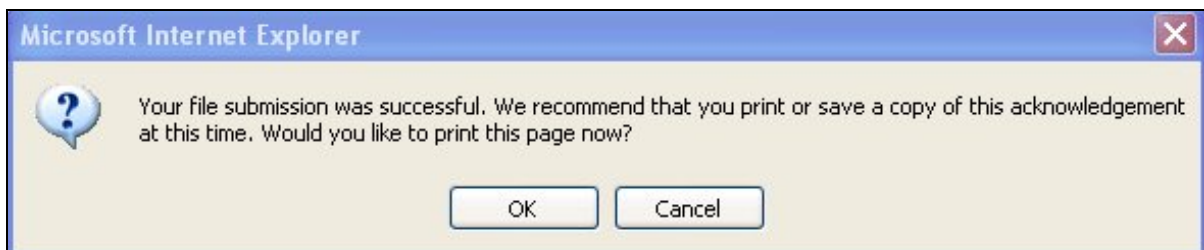
STEP 20: Select the **Submit Wage Report** button on the W-2 Online Form W-3 for Tax Year 2008 page.




If more than one Employer Identification Number (EIN) is associated with this User ID, the system displays the Submitter's EIN web page.

<p>Employer Identification Number</p> <p>Your User ID is associated with multiple Employer Identification Numbers (EIN).</p> <p>Please select a submitter EIN for this file: <input type="text" value="001001004"/></p>

The system submits your W-2/W-3 wage data and displays the W-2 Online Receipt Acknowledgement for Tax Year 2008 page along with the print pop-up window. Select the **OK** button to print the W-2 Online Receipt Acknowledgment for Tax Year 2008 page.



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

**Social Security Online**
Business Services Online

W2 Online Help

W-2 Online
Receipt Acknowledgment for Tax Year 2008

Date: 18-August-08 **Time:** 02:07 PM Eastern Standard Time

**Your Annual Wage Report has been submitted to the Social Security Administration.
Please do not send us paper forms.**

This annual wage report was submitted for:
Employer Name: TEST 100
EIN: 11-132133

Your Wage File Identifier (WFID) is KVS545.

The WFID is a number associated to your submission for tracking purposes. You can check on the status of your submission by selecting *Report Wages To Social Security* on the BSO main menu, selecting *Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status*, then selecting *View File/Wage Report Status* from the following page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page. Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the file link (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2 and W3 for 4 years.
This file will continue to be available through **09/17/2008** by selecting *Report Wages To Social Security*, selecting *Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status* and then selecting *Download Submitted W-2* from the BSO Main Menu. After this date, it will be discarded.

[KVS545.pdf](#)

For Employer records only! Do not send this form to the Social Security Administration.

The information contained on this form was submitted to the Social Security Administration on
18-August-08

The Wage File ID (WFID) assigned to this submission is **KVS545**.

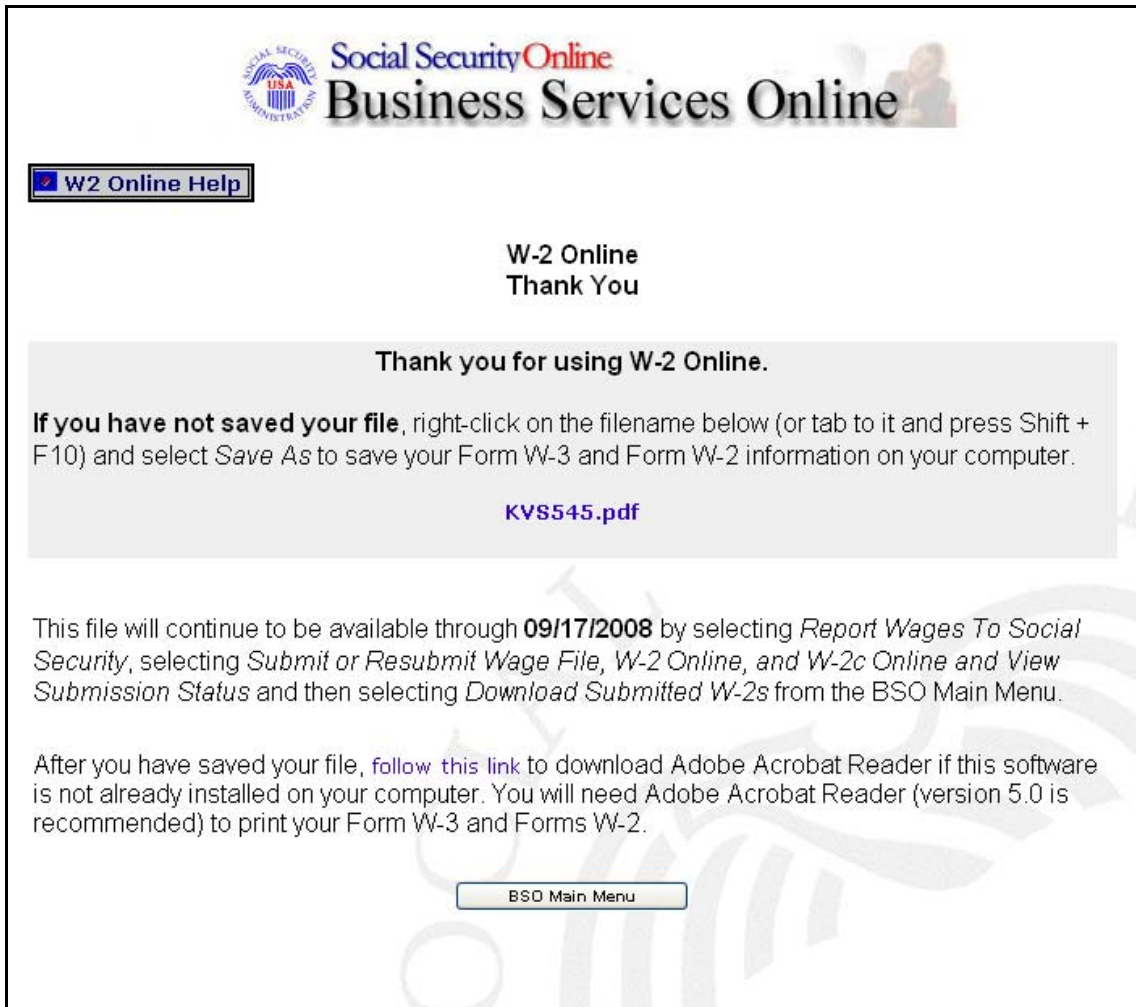
STEP 21: Right-click the file link to save the wage file.

STEP 22: Select **Save Target As** option from the browser menu to save the file (Otherwise, select the **Continue** button.).



Your wage file will be available for you to review under your BSO account until the date displayed on your W-2 Online Receipt Acknowledgement.

STEP 23: Select the **Continue** button. The system displays the W-2 Online Thank You page. Select the **BSO Main Menu** button to return to the BSO Main Menu page.



The screenshot shows the 'W-2 Online Thank You' page. At the top, there is the Social Security Administration logo and the text 'Social Security Online Business Services Online'. Below this is a button labeled 'W2 Online Help'. The main heading is 'W-2 Online Thank You'. A grey box contains the text: 'Thank you for using W-2 Online. If you have not saved your file, right-click on the filename below (or tab to it and press Shift + F10) and select Save As to save your Form W-3 and Form W-2 information on your computer.' Below this is a blue link 'KVS545.pdf'. Further down, there is a paragraph: 'This file will continue to be available through 09/17/2008 by selecting Report Wages To Social Security, selecting Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status and then selecting Download Submitted W-2s from the BSO Main Menu.' Another paragraph follows: 'After you have saved your file, follow this link to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3 and Forms W-2.' At the bottom, there is a button labeled 'BSO Main Menu'.

STEP 24: (From Step 19) Select the **Print Wage Report** button on the W-2 Online Form W-3 for Tax Year 2008 page to print the wage report. The system displays the W-2 Online Report Print page.



[W2 Online Help](#)

W-2 Online Report Print

Your annual wage report has NOT been submitted to the Social Security Administration.

You can view, print, or save your Form W-3 and Forms W-2 using Adobe Acrobat Reader (version 5.0 is recommended).

If the above software is already installed on your computer, select the *Print Preview* link below to open it with Acrobat Reader.

[Print Preview](#)

[Assistive Technology / Keyboard Users - Select this link to review Forms W-2 in HTML Format](#)

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3 and Form W-2 information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, [follow this link](#) to download Acrobat Reader from Adobe's free download page.

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Wage Report button below, I affirm that the above statement is true and wish to submit my annual wage report to the Social Security Administration now.</p>	
<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2008 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.</i></p>
<input type="button" value="Return to W-3"/>	<p>View your Form W-3 totals.</p> <p>From here you can submit your annual wage report, print your wage report, or return to the W-2 Online Data Review Page.</p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review page to review and/or edit your wage report.</p>
<input type="button" value="Save & Quit"/>	<p>Exit W-2 Online without finalizing your annual wage report.</p> <p>Your employer information and Forms W-2 will be saved until 01/08/2009.</p> <p><i>Note: This is not an extension of the filing deadline.</i></p>
<input type="button" value="Quit and Delete"/>	<p>Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.</p>



If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting “[follow this link](#)” near the middle of the page.

STEP 25: Select the **Print Preview** link. The system displays the Forms W-2.

STEP 26: Select **File>Print** from the menu bar or select the Print icon from the tool bar.

STEP 27: Select **File>Close** on the menu bar after printing to close the window. The system returns you to the W-2 Online Report Print page.

STEP 28: Select one of the following options on the W-2 Online Report Print page:

Submit Wage Report button to send the W-2/W-3 data to SSA.



If more than one EIN is associated with this User ID, the system displays the Submitter’s EIN web page.

<p>Employer Identification Number</p> <p>Your User ID is associated with multiple Employer Identification Numbers (EIN).</p> <p>Please select a submitter EIN for this file: <input type="text" value="001001004"/></p>

Return to W-3 button to return to the W-2 Online Form W-3 for Tax Year 2008 page.

Return to W-2 Online Data Review Page button to return to the W-2 Online Data Review for Tax Year 2008 page.

Save & Quit button to save the W-2/W-3 data you have entered. The system will display the “**Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?**” page. Select the **Yes** button to save and quit, and return to the BSO Main Menu page. Select the **No** button to return to the W-2 Online Data Review for Tax Year 2008 page.

Quit & Delete button to exit W-2 Online without saving any data entered. You will be given the opportunity to confirm that you wish to quit and delete the wage report on the

WARNING: This will **DELETE** your entire annual wage report. Select the **Yes** button to delete the entire wage report. Select the **No** button to return to the W-2 Online Data Review for Tax Year 2008 page.

LESSON 2: RESUME UNSUBMITTED FORMS W-2

Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 120 days. All unsubmitted Forms W-2 will be removed on December 11, 2009.



You may have up to 50 saved reports. Each report may contain up to 20 Forms W-2. If you have any unsubmitted reports, the system will automatically display a list of the unsubmitted W-2s upon entering W-2 Online.

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

www.socialsecurity.gov/bsowelcome.htm

Social Security Online
Business Services Online

http://val.ssa.gov/
Home Questions? Contact Us

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

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.

Information

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

News

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

BSO HELP

Business Services Online

Welcome to Business Services Online

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

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

Explanation of BSO Services

Reporting Wages to the SSA

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

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

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

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

Form SSA-1694 Request for Business Entity Taxpayer Information

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

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

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

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

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


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

Last reviewed or modified Wednesday Nov 21, 2007

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

Social Security Online
www.socialsecurity.gov
Business Services Online

[BSO Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#)



[BSO Welcome](#) > [Login](#)

Online Services Availability

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

DON'T USE YOUR BROWSER'S
BACK BUTTON

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

[Need to complete your phone registration?](#)

Log In to BSO

BSO HELP

User ID:

(formerly referred to as PIN)

Password:

(not case sensitive)

[Forgot your password?](#)

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- 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.
- 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

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

[www.socialsecurity.gov](#)

[BSO Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#)

STEP 3: Enter your User ID and password.

STEP 4: Select the “I Accept” check box after reading the conditions defined on the Log In to BSO page. Select the **Login** button to display the BSO Main Menu page (To return to the BSO Welcome page, select the **Cancel** button.).

Social Security Online
Business Services Online


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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".



Main Menu

[LOGOUT](#) | [BSO HELP](#)

Welcome, KAMALJIT RANDHAWA
Your password expires on **September 15, 2008**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)
View report status, errors and notice information

[Social Security Numbers Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

[Account Maintenance](#)
Request, activate or remove access to services
Re-request activation code for services
Change your password
Update your user registration or employer information, or Remove employer information

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

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

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

Report Wages to Social Security LOGOUT | BSO HELP
BSO Main Menu > Report Wages to Social Security

Online Services Availability

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

DONT USE YOUR BROWSER'S BACK BUTTON

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

[Resubmission Notice Processing](#)

Acknowledge resubmission notices and request resubmission extensions

BSO Main Menu

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

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

STEP 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 [Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

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

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

Online Services Availability

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

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 Submission Status Information

View current status 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 2007. 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 2007 W-2s. Five (5) reports can be entered at one time.

[Resume Unsubmitted W-2c](#)
Continue processing your unsubmitted W-2cs.

[Download Submitted W-2c](#)
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

BSO Main Menu

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

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

STEP 7: Select the **Resume Unsubmitted W-2s** link.

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

[Resume Unsubmitted W-2s](#)

Continue processing your unsubmitted W-2s.

The system displays the Wage Reporting Attestation page.



The screenshot shows the "Wage Reporting Attestation" page. At the top, there is the Social Security Administration logo and the text "Social Security Online Business Services Online" with a sub-header "Social Security's Business Services Online (BSO)". Below this, the title "Wage Reporting Attestation" is centered. The main content area contains the following text:

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.

At the bottom, there are two buttons: "I Accept" and "I DO NOT Accept".

STEP 8: Select the **I Accept** button after reading the conditions on the Wage Reporting Attestation page. The system displays the W-2 Online Unsubmitted Reports for Tax Year 2008 page.

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

**W-2 Online
Unsubmitted Reports for Tax Year 2008**

You have 2 saved reports that you have not yet submitted.
To resume a previous report, select the "View / Edit" button next to the report that you wish to continue editing.
To start a new report, select the *Start a New Report* button below.

Note: Unsubmitted W-2 Online reports are deleted if you do not resume working with them before the purge date.

Unsubmitted Reports						
#	Employer Name	EIN	Number of W2s	Save Date ▲	Purge Date	Options
1.	TEST 100	112132133	2	08/18/2008	12/12/2008	View / Edit #1 Delete #1
2.	BMG	112132133	1	08/18/2008	12/12/2008	View / Edit #2 Delete #2

Options

Start a New Report	Start a new W-2 Online Wage Report.
BSO Main Menu	Return to the BSO Main Menu.

STEP 9: Select the **View/Edit** button for the specific report to view or modify the report. The system displays the W-2 Online Data Review for Tax Year 2008 page (To delete the report, select the **Delete** button for the specific report. The system requests a confirmation of the delete.). Additional options include the following:

Start a New Report button to start a new W-2 Online wage report.

BSO Main Menu button to Return to the BSO Main Menu.



If you have saved 50 reports, the “Start New Report” button may not display until you delete an existing unsubmitted report.



W2 Online Help

W-2 Online Data Review for Tax Year 2008

This wage report is being prepared for:

EIN: 11-2132133

BMG
BALTIMORE , MD 21211


#	SSN	Name	Options
1.	111-11-1111	T TESTER	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2"/>	Create another W-2.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3"/>	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2 Online without submitting your annual wage report to SSA. Your employer information and Forms W-2 will be saved until 01/16/2009. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.



The New W-2 button (on the W-2 Online Data Review page for Tax Year 2008 page) will not be displayed if you have the maximum number of unsubmitted W-2s (20) per report.

STEP 10: Select the **Go to W-3** button. The system displays the W-2 Online Form W-3 for Tax Year 2008 page.



W-2 Online
Form W-3 for Tax Year 2008

a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$335.00	2 Federal Income Tax withheld \$0.00
c Total number of Forms W-2 2		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
d Establishment number		5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 11-132133		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code TEST 100 BALTIMORE, MD 12333		9 Advance EIC payment \$0.00	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ 0 .00	
h Other EIN used this year			
15 State Employer's state ID number 1	16 State wages, tips, etc. \$ 0 .00	17 State income tax \$ 0 .00	
	18 Local wages, tips, etc. \$ 0 .00	19 Local income tax \$ 0 .00	
Contact person BILL BREESE		Telephone number 4108528525	
E-mail Address bill@ssa.gov		Fax Number	

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2008 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2. No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.</i></p>
<input type="button" value="Print Wage Report"/>	<p>Print your unsubmitted Tax Year 2008 wage report.</p> <p><i>Note: Selecting this option will not submit your wage report to the Social Security Administration.</i></p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</p>

STEP 11: Select one of the following options on the W-2 Form W-3 for Tax Year 2008 page:

Submit Wage Report button to send the W-2/W-3 data to SSA.



The Submitter's EIN Confirmation page is displayed where there are multiple EINs associated with the submitters User ID.

<p>Employer Identification Number</p> <p>Your User ID is associated with multiple Employer Identification Numbers (EIN).</p> <p>Please select a submitter EIN for this file: <input type="text" value="001001004"/></p>

Print Wage Report button to print your unsubmitted wage report from the W-2 Online Report Print page.

Return to W-2 Online Data Review Page button to return to the W-2 Online Data Review Page to review and/or edit your wage report.

LESSON 3: DOWNLOAD SUBMITTED FORMS W-2

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.



Submitted wage report files are available for 30 days or until December 31, whichever comes first.

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

www.socialsecurity.gov/bsowelcome.htm.

Social Security Online
Business Services Online

http://val.ssa.gov/
Home Questions? Contact Us

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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Business Services Online

Welcome to Business Services Online

BSO HELP

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

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

Explanation of BSO Services

Reporting Wages to the SSA

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

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

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

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

Form SSA-1694 Request for Business Entity Taxpayer Information

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

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

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

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

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

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

Last reviewed or modified Wednesday Nov 21, 2007

STEP 2: Select the **Log In** link on the BSO Welcome page. Log In to BSO page.

Social Security Online
Business Services Online

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

[BSO Welcome](#) > [Login](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
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**DON'T USE YOUR BROWSER'S
BACK BUTTON**

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

[Need to complete your phone
registration?](#)

Log In to BSO

[BSO HELP](#)

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- 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.
- 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

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

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

STEP 3: Enter your User ID and password.

STEP 4: Select the “I Accept” check box after reading the conditions defined on the Log In to BSO page. Select the **Login** button to display the BSO Main Menu page (To return to the BSO Welcome page, select the **Cancel** button.).

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Online Services Availability

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DON'T USE YOUR BROWSER'S BACK BUTTON

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".



Main Menu

[LOGOUT](#) | [BSO HELP](#)

Welcome, KAMALJIT RANDHAWA
Your password expires on **September 15, 2008**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)
View report status, errors and notice information

[Social Security Numbers Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

[Account Maintenance](#)
Request, activate or remove access to services
Re-request activation code for services
Change your password
Update your user registration or employer information, or Remove employer information

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

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

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

Report Wages to Social Security [LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > Report Wages to Social Security

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
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DON'T USE YOUR BROWSER'S BACK BUTTON

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

[Resubmission Notice Processing](#)

Acknowledge resubmission notices and request resubmission extensions

[BSO Main Menu](#)

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

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

STEP 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 Menus page, select the **BSO Main Menu** button.)

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Business Services Online

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BSO [Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)



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

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

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 Submission Status Information

View current status 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 2007. 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 2007 W-2s. Five (5) reports can be entered at one time.

[Resume Unsubmitted W-2c](#)
Continue processing your unsubmitted W-2cs.

[Download Submitted W-2c](#)
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

[BSO Main Menu](#)

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

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

STEP 7: Select the **Download Submitted W-2s** link.

[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).

The system displays the Wage Reporting Attestation page.



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

Wage Reporting Attestation

User Certification to Query the SSA Business Services Online

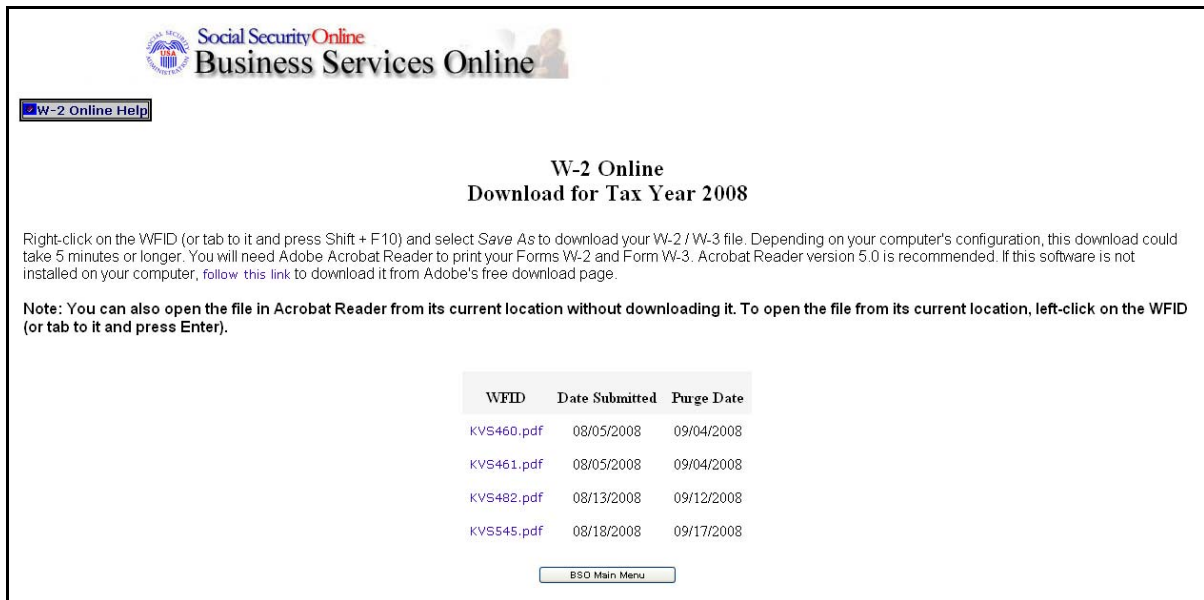
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

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 8: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2 Online Download for Tax Year 2008 page.

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



W-2 Online
Download for Tax Year 2008

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow [this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
KVS460.pdf	08/05/2008	09/04/2008
KVS461.pdf	08/05/2008	09/04/2008
KVS482.pdf	08/13/2008	09/12/2008
KVS545.pdf	08/18/2008	09/17/2008

[BSO Main Menu](#)

STEP 9: Right-click the WFID link you wish to download (The system displays the W-2/W-3 in Adobe Acrobat Reader).

STEP 10: Select the **Save Target As** option from the browser menu to download the file onto your computer. If you wish to view the file before choosing to save, instead select **Open in New Window**.

Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it by pointing your browser to <http://www.adobe.com>.

STEP 11: Select the **BSO Main Menu** button to return to the BSO Main Menu page.