BSO Tutorial for Tax Year 2008

W-2 Online

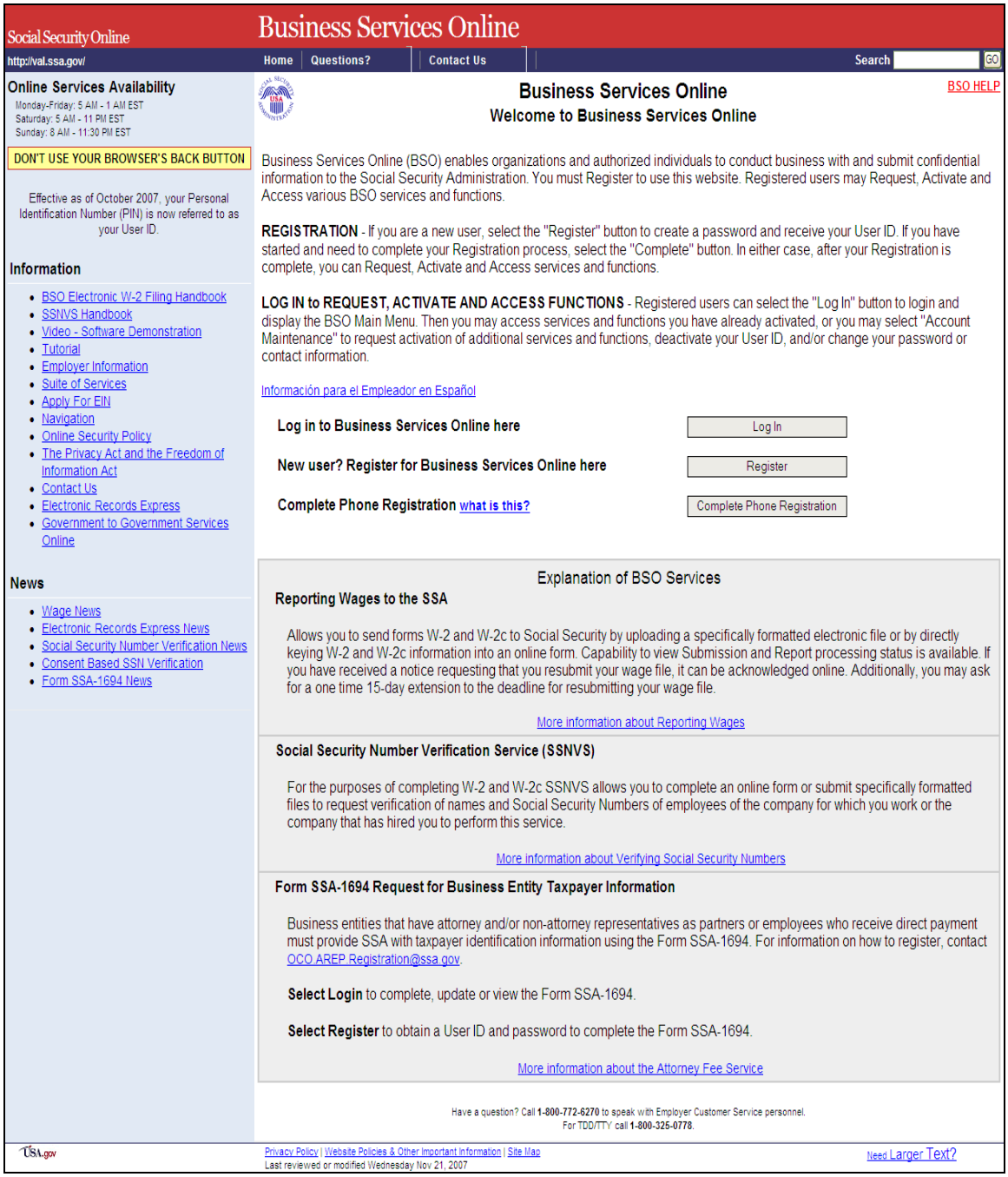
Contains the following lessons:

- Create Forms W-2 Online
- Resume Unsubmitted Forms W-2
- Download Submitted Forms W-2

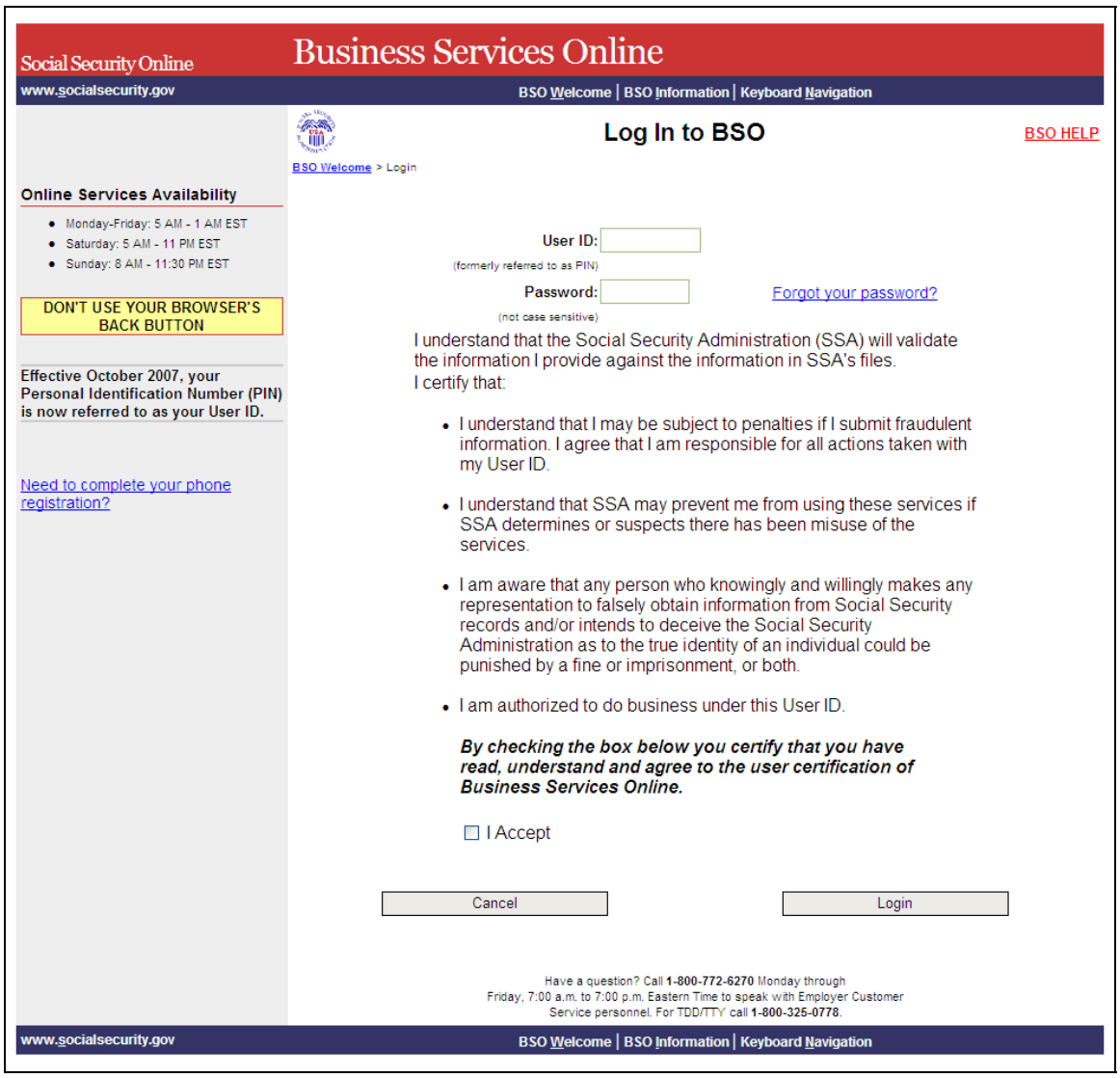
LESSON 1: CREATE FORMS W-2 ONLINE

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/bso/bsowelcome.htm.


Social Security Online
Business Services 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
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
Log In
New user? Register for Business Services Online here
Register
Complete Phone Registration what is this?
Complete Phone Registration
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
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.

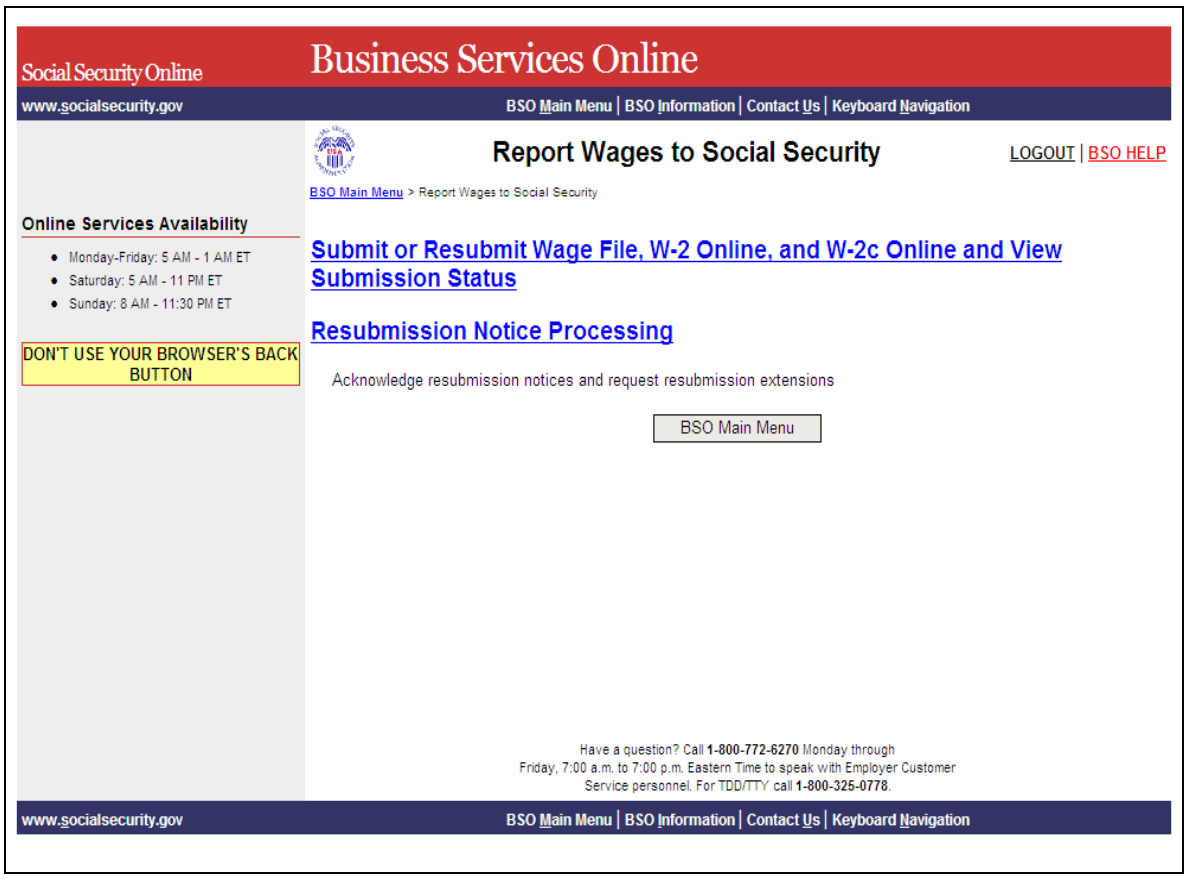


STEP 3: Enter your User ID and password.

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.).

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

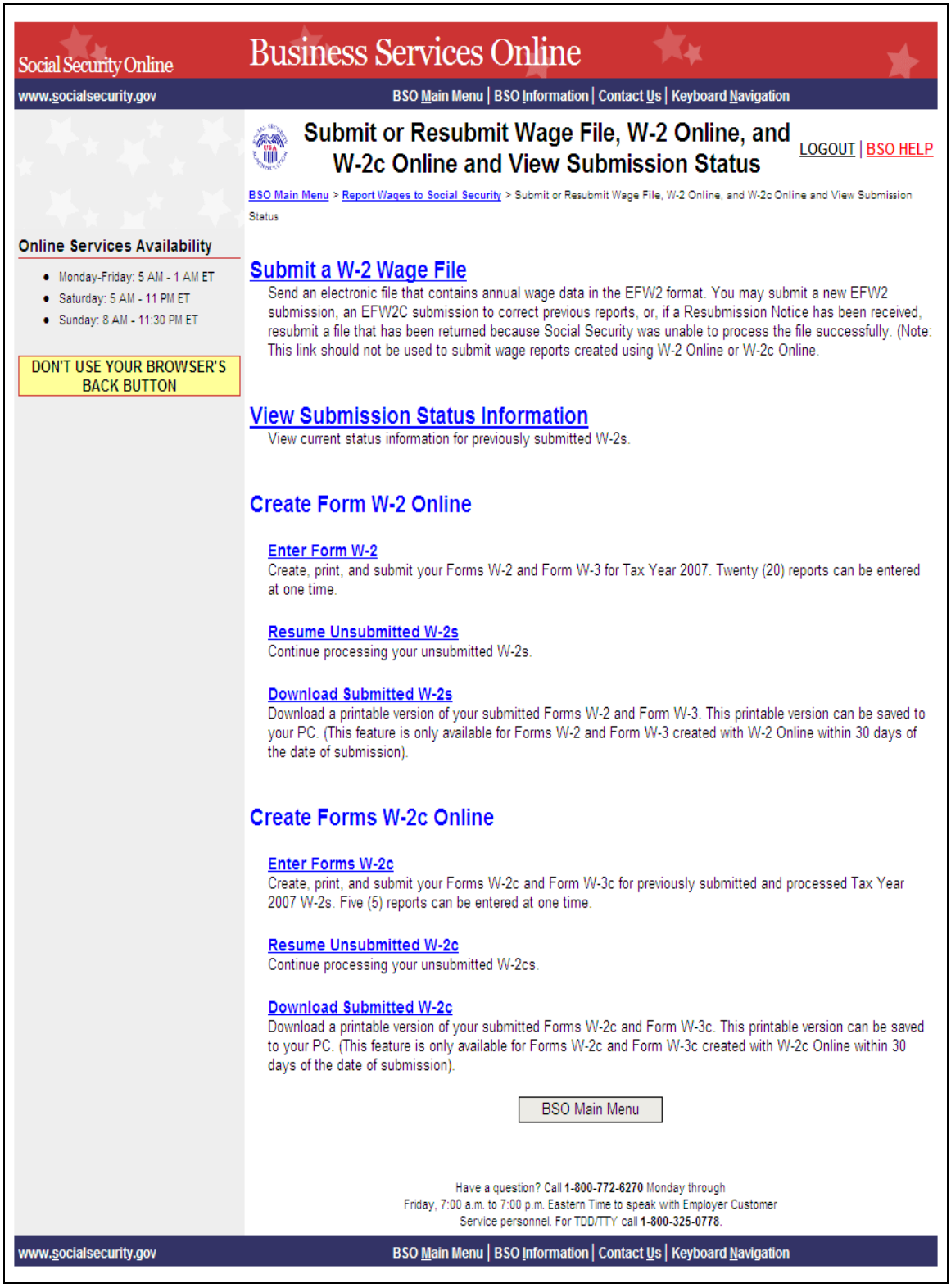
The system displays the Report Wages to Social Security menu page.



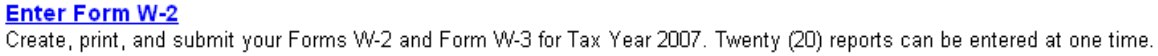
STEP 6: Select the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link.

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

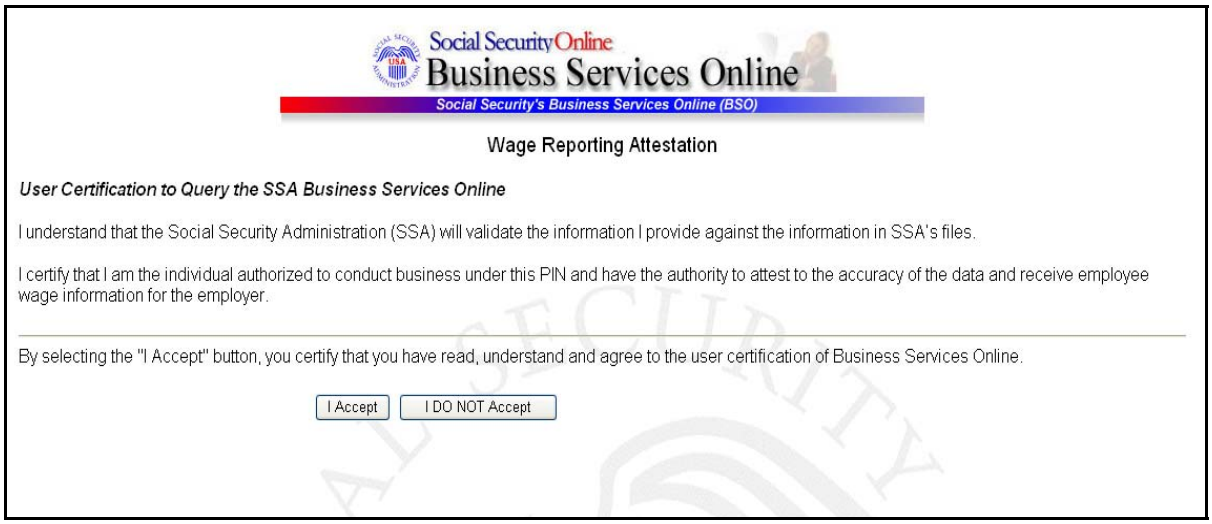
(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)


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 **Enter Form W-2** link.



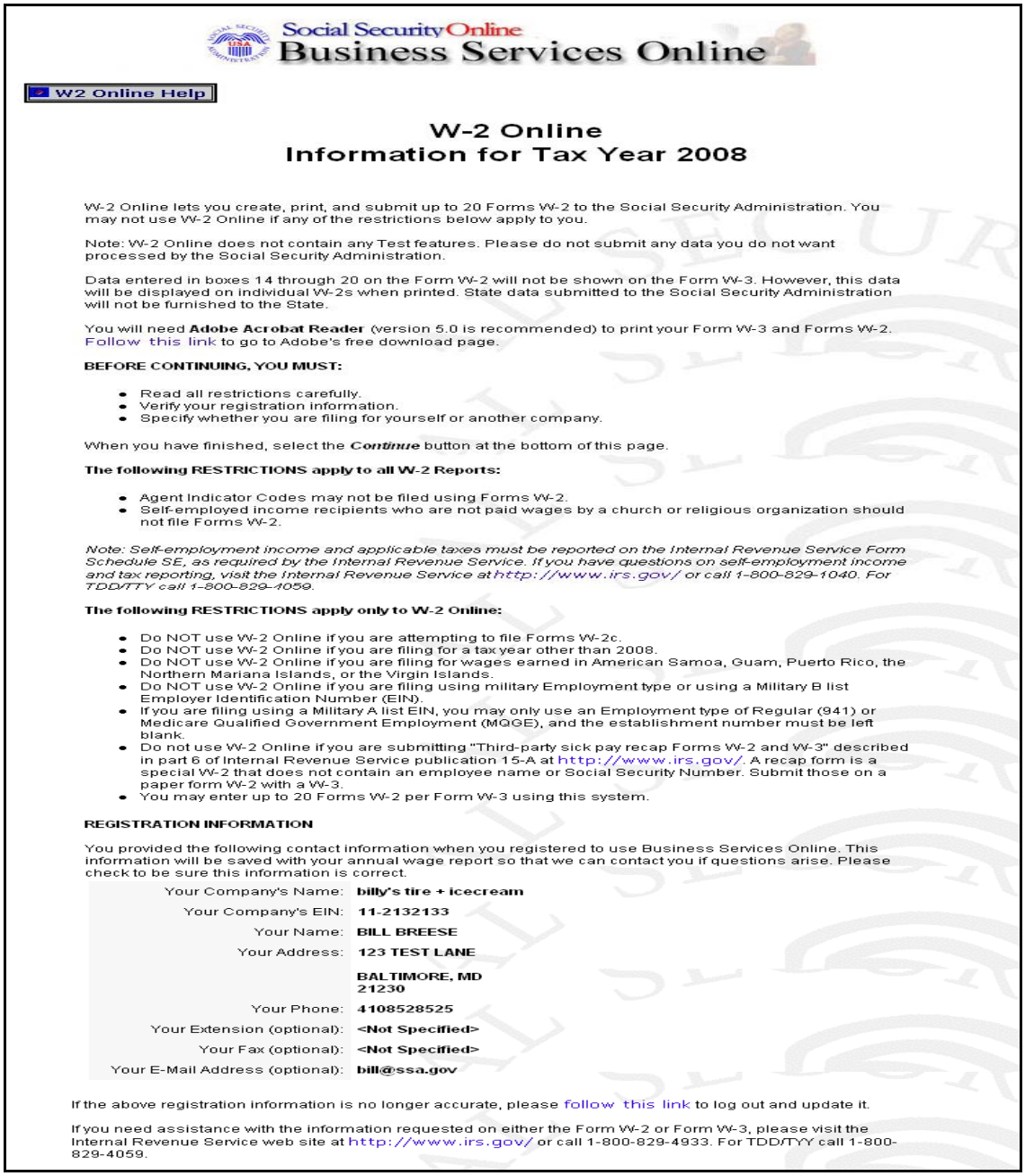
The system displays the Wage Reporting Attestation page.



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.

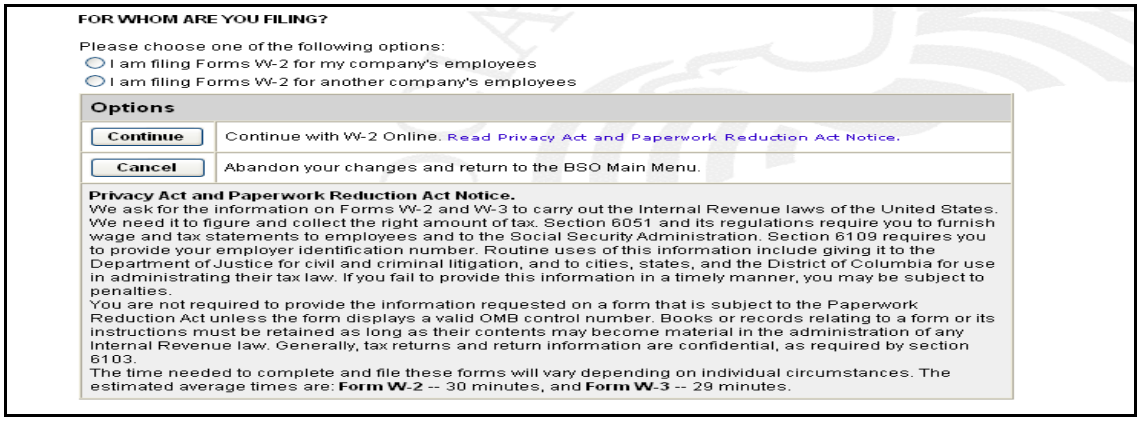
REGISTRATION INFORMATION

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/TYY call 1-800-829-4059.

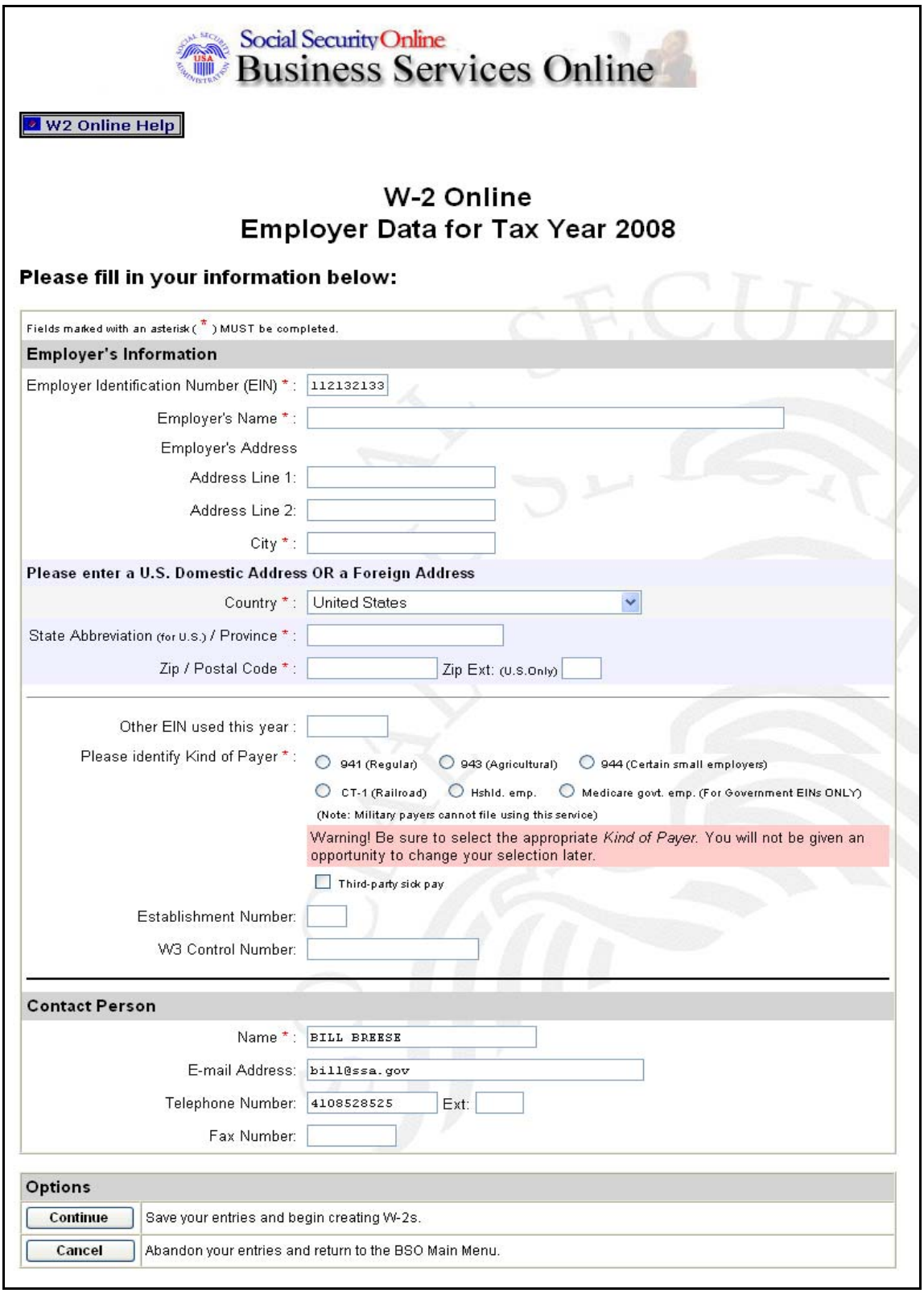


STEP 9: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the registration information.

*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) * : 112132133

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 * : United States

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 * : BILL BREESE

E-mail Address: bill@ssa.gov

Telephone Number: 4108528525 Ext:

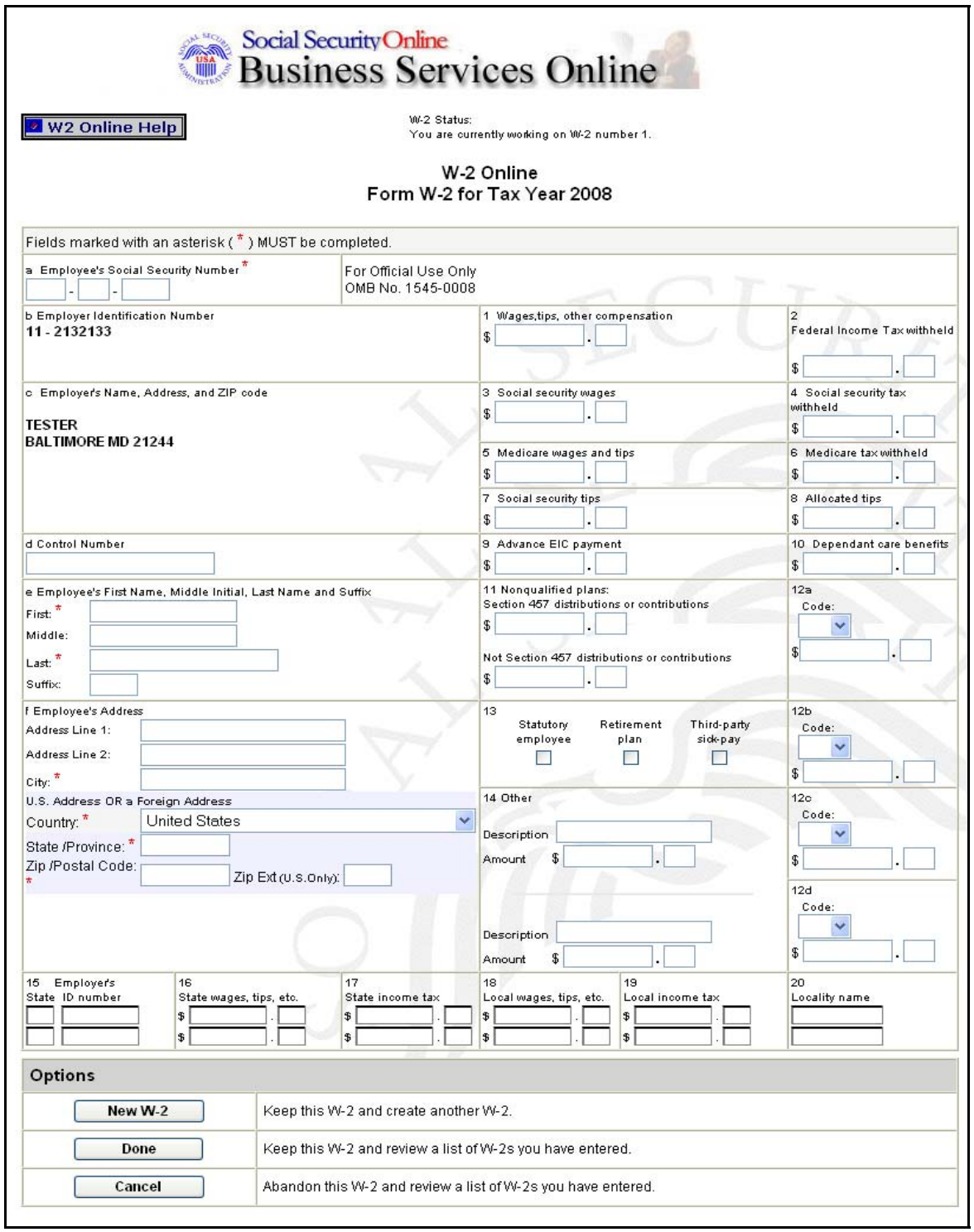
Fax Number:

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.).

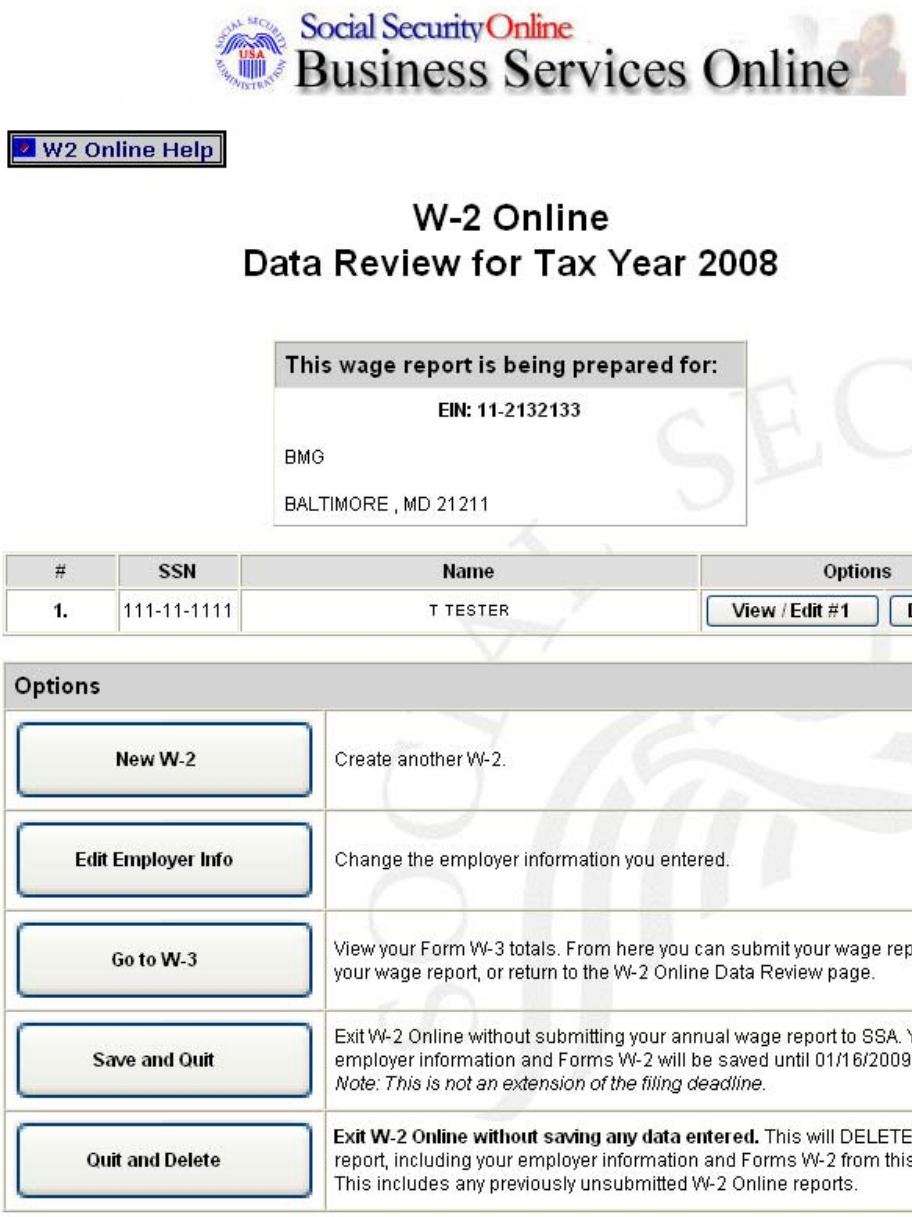


STEP 13: Enter the W-2 data in the appropriate boxes.

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 precede 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.

*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.



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.

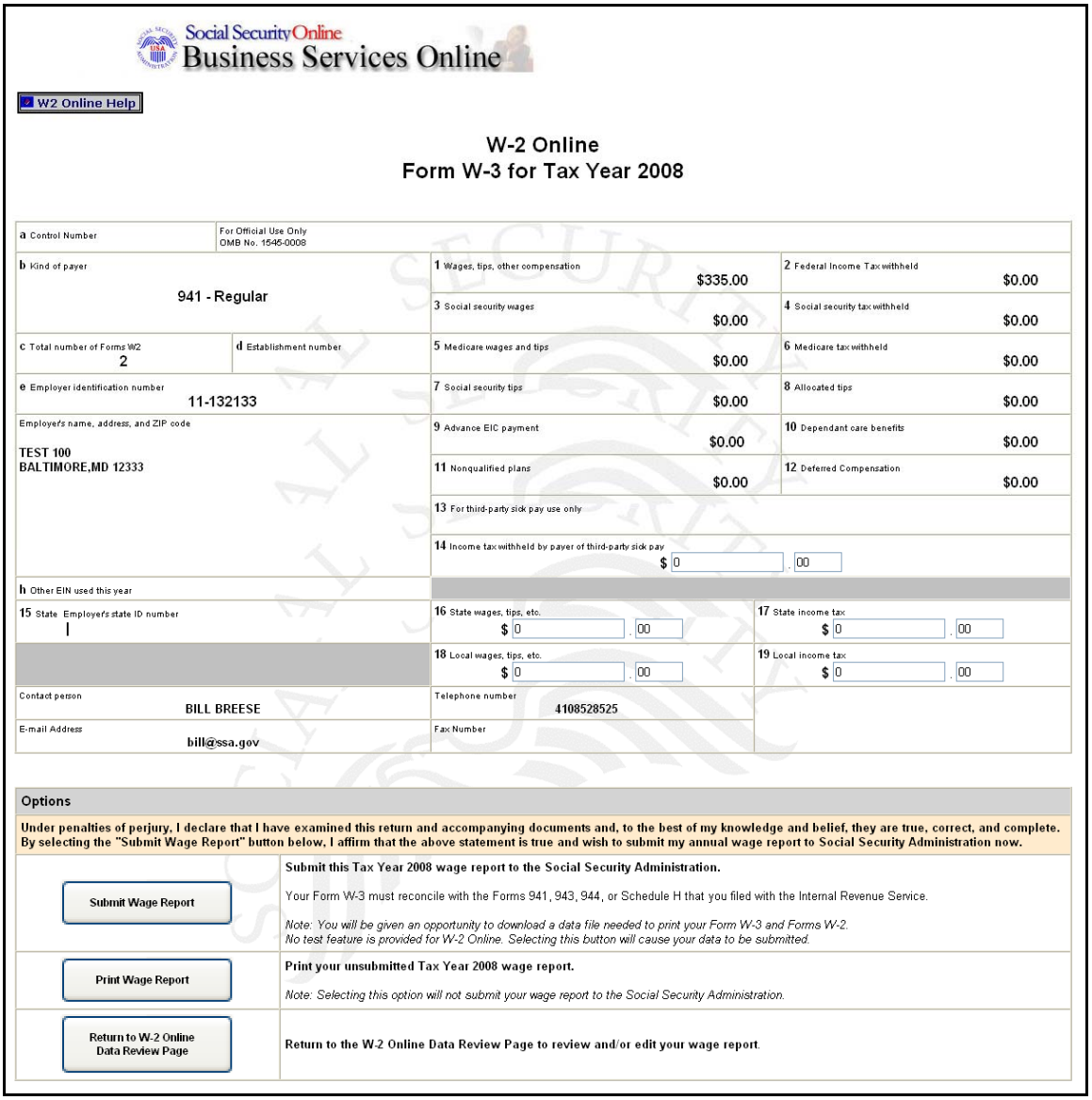
Edit Employer Info button to change previously entered employer information.

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.



Social Security Online
Business Services Online

W2 Online Help

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
		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	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 Dependant 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		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.

Submit Wage Report	**Submit this Tax Year 2008 wage report to the Social Security Administration.** Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service. *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.*
Print Wage Report	**Print your unsubmitted Tax Year 2008 wage report.** *Note: Selecting this option will not submit your wage report to the Social Security Administration.*
Return to W-2 Online Data Review Page	**Return to the W-2 Online Data Review Page to review and/or edit your wage report.**

NOTE

*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:

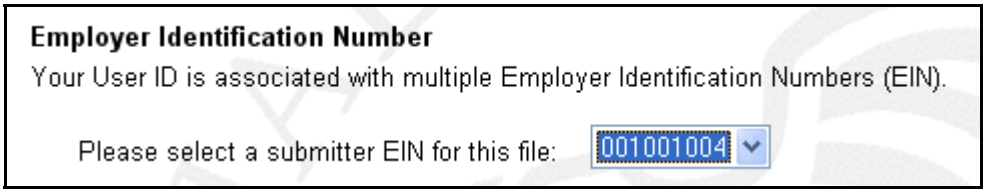
Submit Wage Report button to submit your wage information. Go to Step 20 for more information.

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

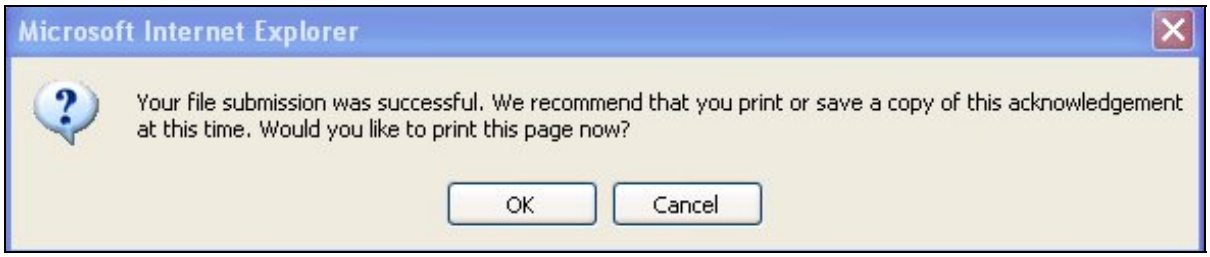
Return to W-2 Online Data Review Page button to edit your data.

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.



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.

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.**

Continue

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.).

NOTE

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.

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	
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.	
Submit Wage Report	**Submit this Tax Year 2008 wage report to the Social Security Administration.** Your Form W-3 must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service. *Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.*
Return to W-3	**View your Form W-3 totals.** From here you can submit your annual wage report, print your wage report, or return to the W-2 Online Data Review Page.
Return to W-2 Online Data Review Page	**Return to the W-2 Online Data Review page to review and/or edit your wage report.**
Save & Quit	**Exit W-2 Online without finalizing your annual wage report.** Your employer information and Forms W-2 will be saved until 01/08/2009. *Note: This is not an extension of the filing deadline.*
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.

*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.

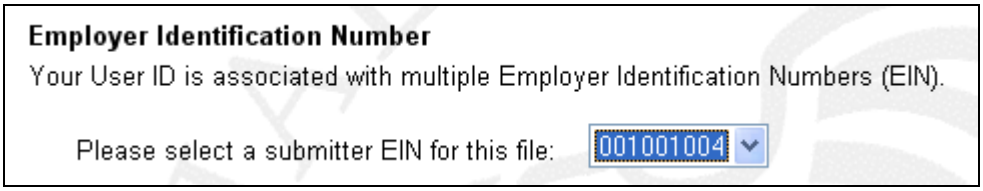
STEP 26: Select **File>Print** from the menu bar or select the Print icon from the tool bar.

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.



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

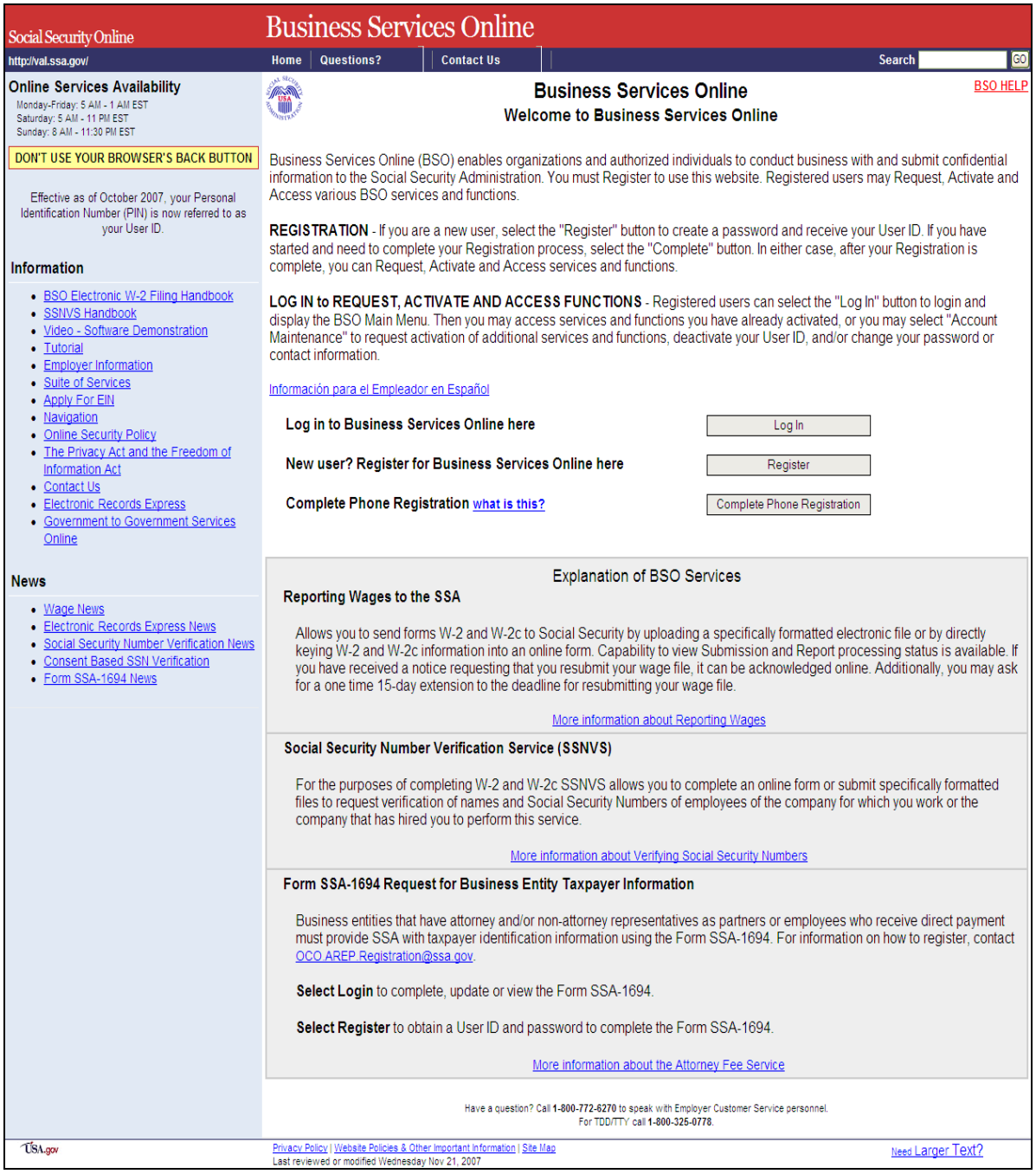
WARNING: This will DELETE your entire annual wage report. Select the **Yes** button to delete the entire wage report. Select the **No** button to return to the W-2 Online Data Review for Tax Year 2008 page.

LESSON 2: RESUME UNSUBMITTED FORMS W-2

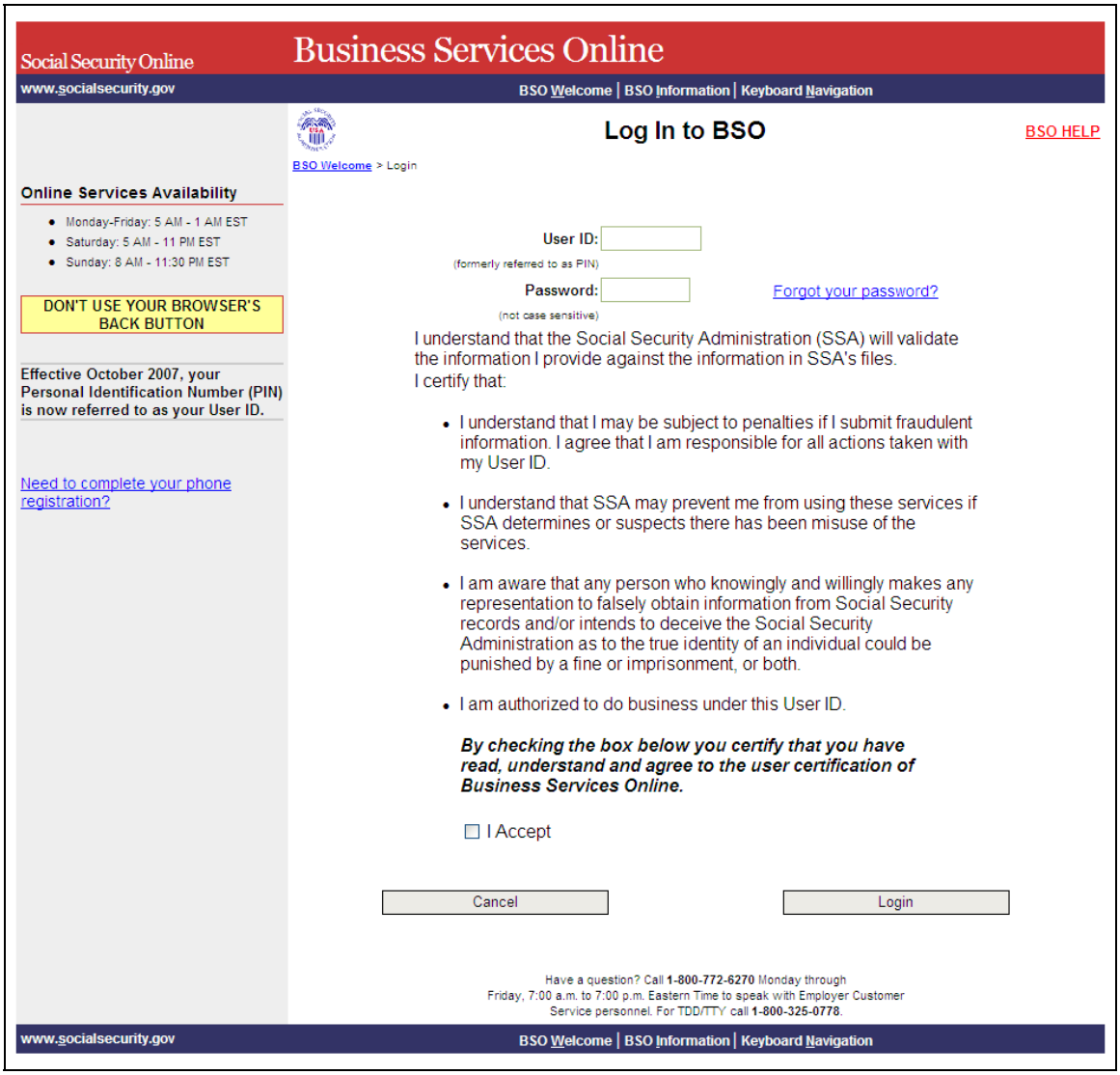
Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 120 days. All unsubmitted Forms W-2 will be removed on December 11, 2009.

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/bso/bsowelcome.htm.



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

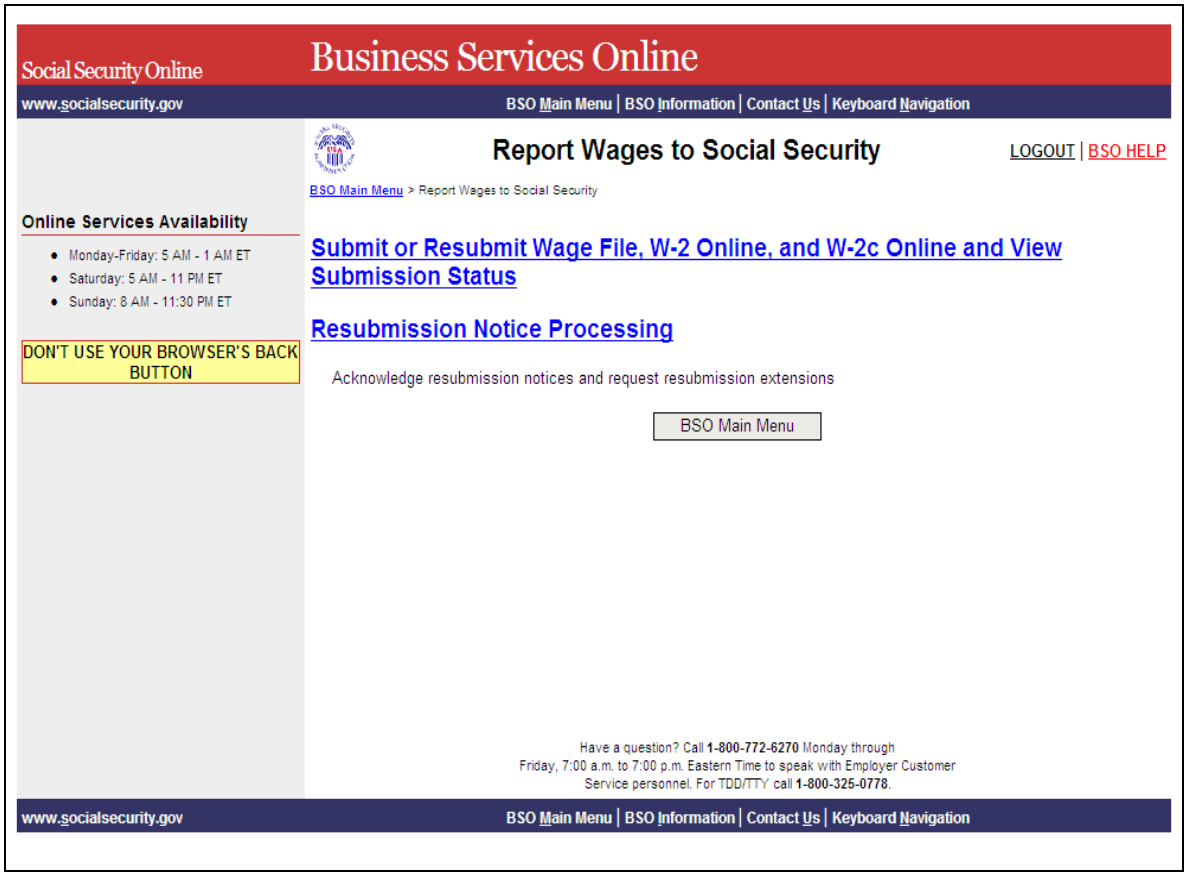


STEP 3: Enter your User ID and password.

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

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

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



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.)

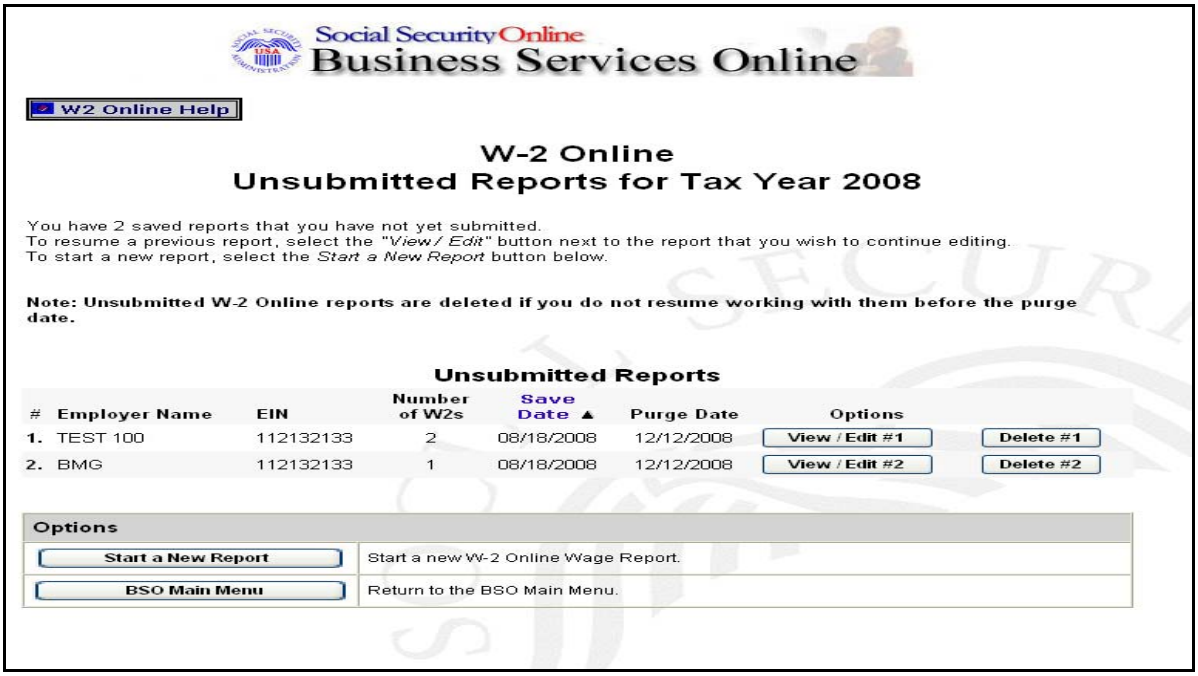
STEP 7: Select the **Resume Unsubmitted W-2s** link.

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

The system displays the Wage Reporting Attestation page.

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.)



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

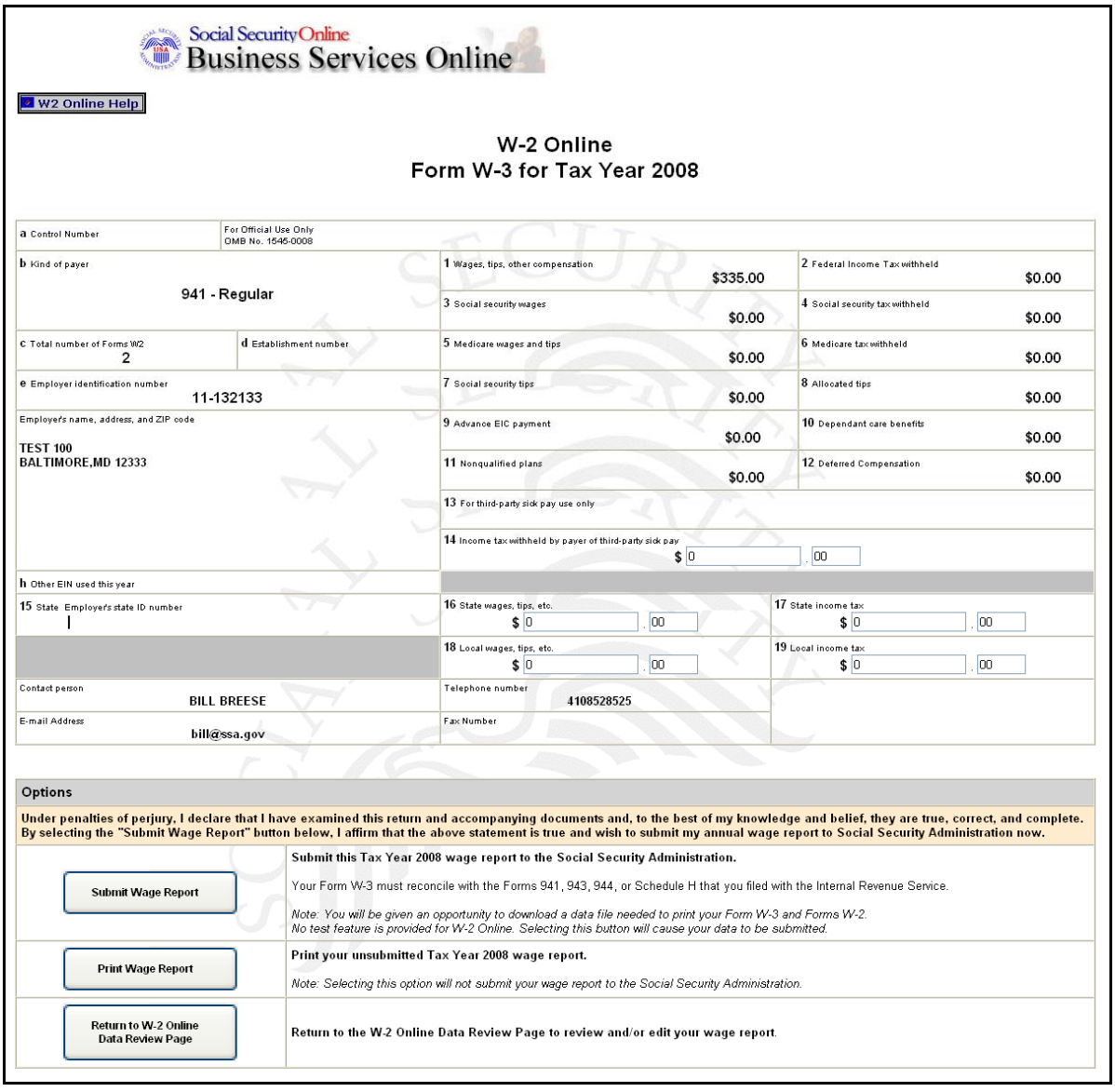
BALTIMORE , MD 21211

#	SSN	Name	Options
1.	111-11-1111	T TESTER	View / Edit #1 Delete #1

Options	
New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
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.
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. *Note: This is not an extension of the filing deadline.*
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.



Social Security Online
Business Services Online

W2 Online Help

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
		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	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 Dependant 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		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

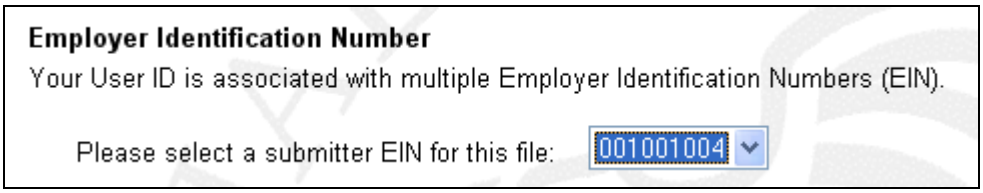
Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual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

Submit Wage Report	**Submit this Tax Year 2008 wage report to the Social Security Administration.** Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service. *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.*
Print Wage Report	**Print your unsubmitted Tax Year 2008 wage report.** *Note: Selecting this option will not submit your wage report to the Social Security Administration.*
Return to W-2 Online Data Review Page	**Return to the W-2 Online Data Review Page to review and/or edit your wage report.**

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.



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

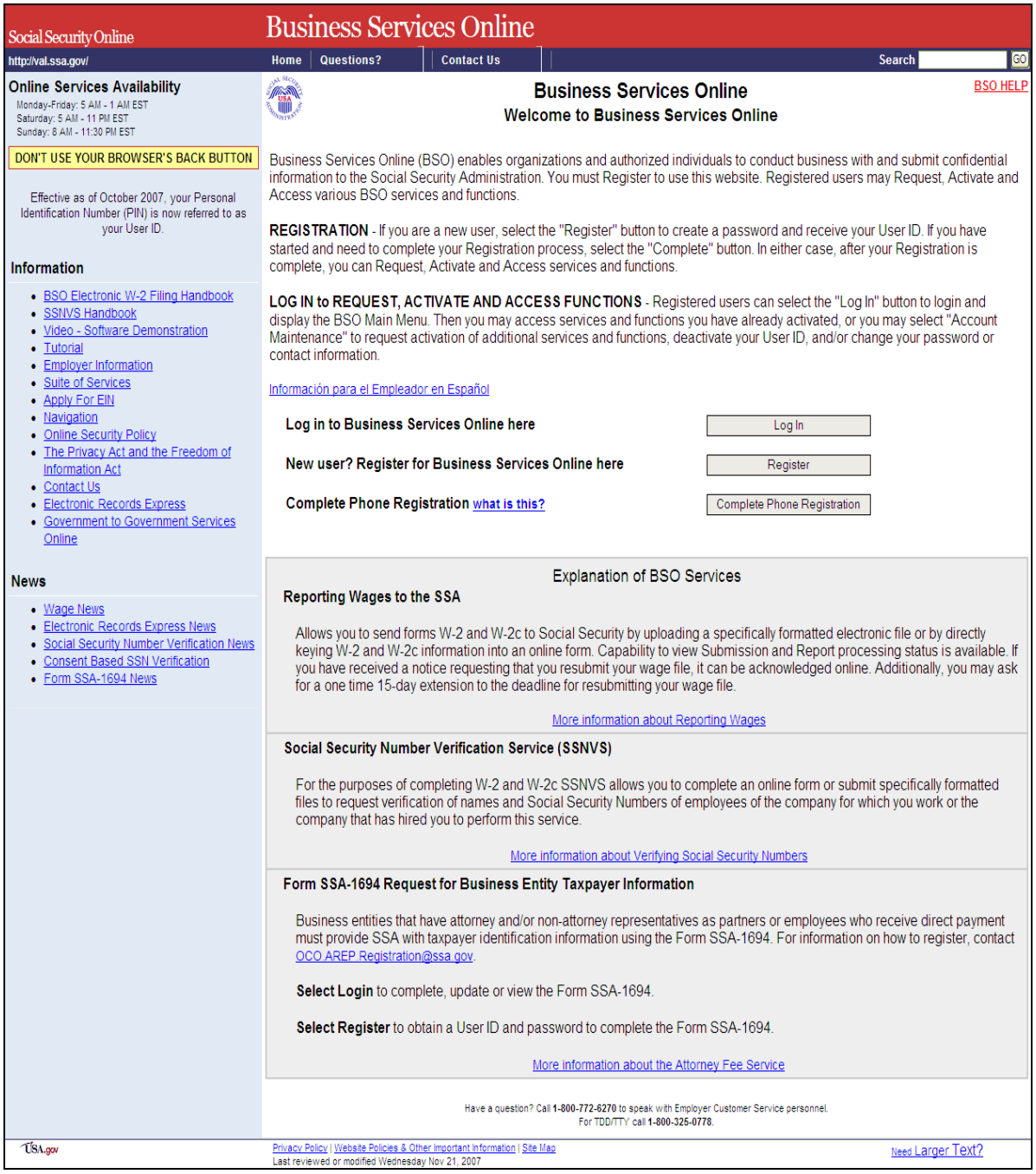
Return to W-2 Online Data Review Page button to return to the W-2 Online Data Review Page to review and/or edit your wage report.

LESSON 3: DOWNLOAD SUBMITTED FORMS W-2

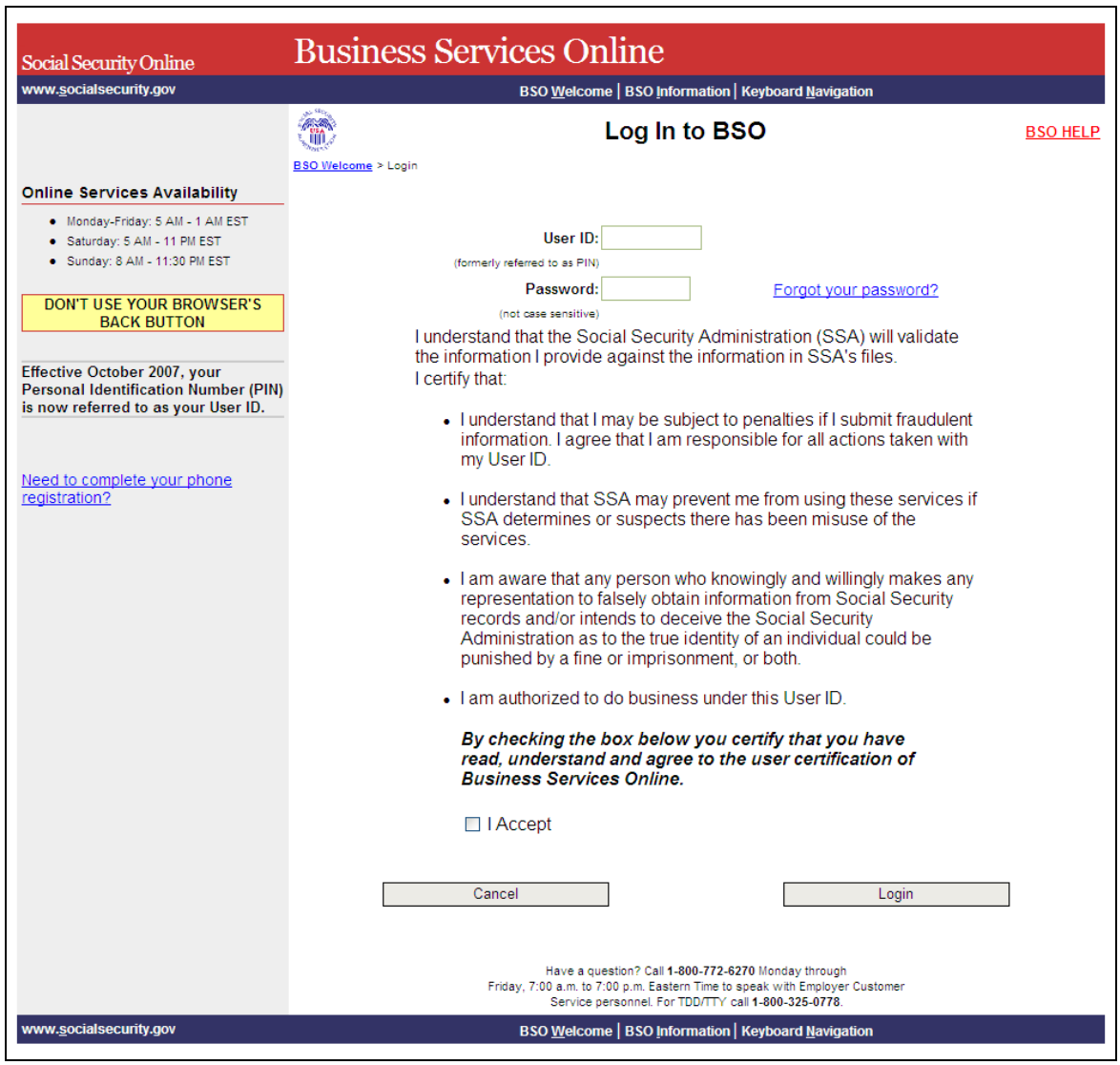
Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.

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/bso/bsowelcome.htm.



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

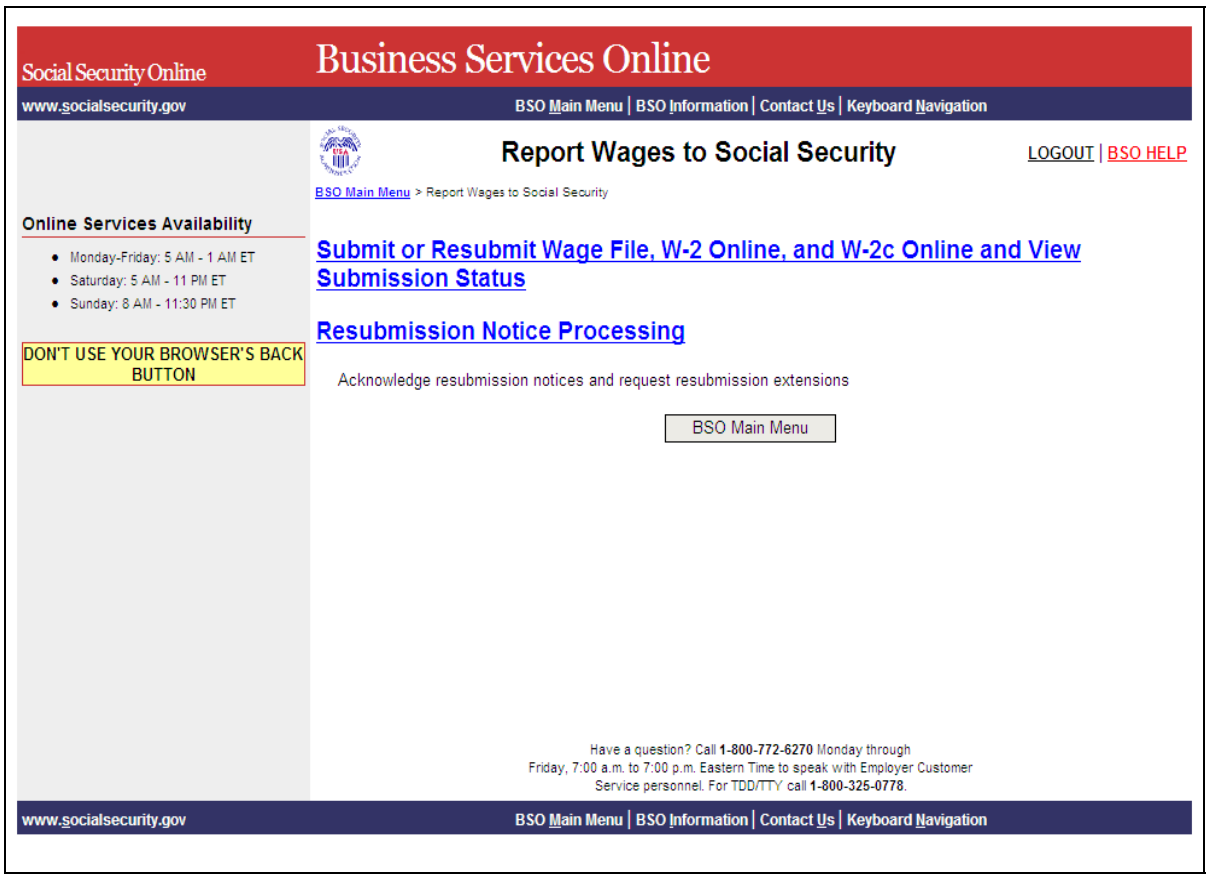


STEP 3: Enter your User ID and password.

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.).

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

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

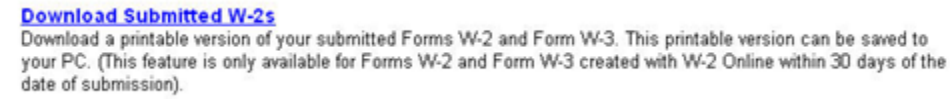


STEP 6: Select the **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** link.

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.)

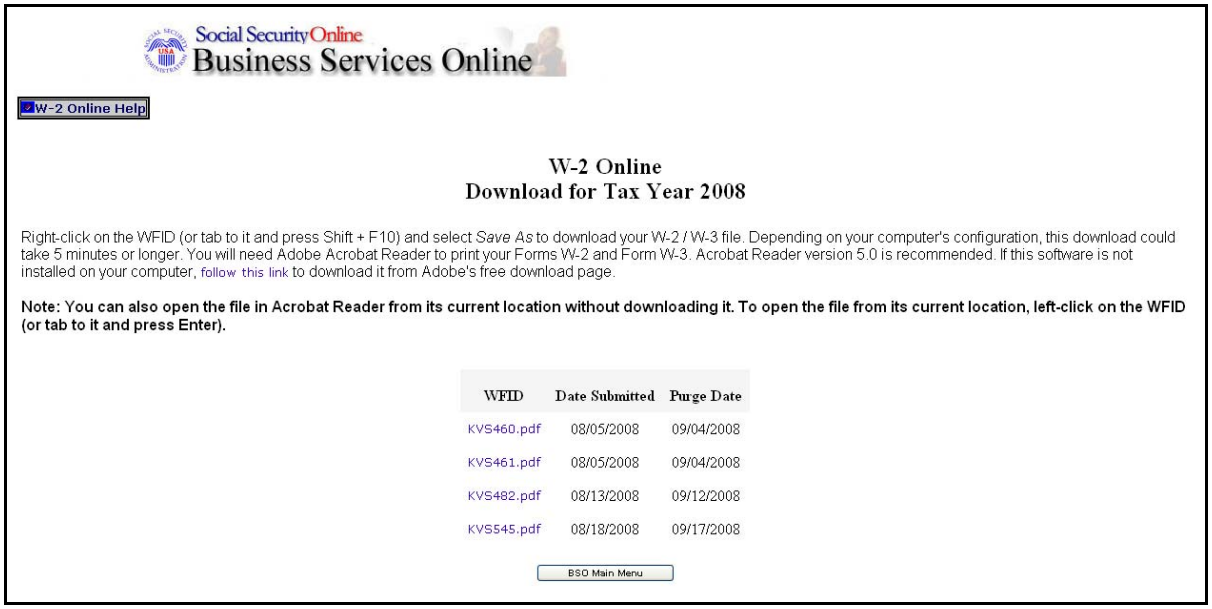
STEP 7: Select the **Download Submitted W-2s** link.



The system displays the Wage Reporting Attestation page.

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.)



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.