GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO, SUS SIGLAS EN INGLÉS) PARA EL AÑO TRIBUTABLE 2008 (TY, SIGLAS EN INGLÉS 08)

Cómo Ver los Informes de Errores, Comprobación y Avisos para Empresas



CONTIENE LAS SIGUIENTES LECCIONES:

- <u>CÓMO VER EL ESTADO DE LOS INFORMES ACTUALES</u>
- <u>CÓMO VER LA INFORMACIÓN DETALLADA DE LOS INFORMES</u>
- <u>Cómo ver información de errores de los Informes de Salarios sometidos</u> <u>Anteriormente</u>
- VER AVISOS DE VALIDACIÓN DE NOMBRES Y NÚMEROS DE SEGURO SOCIAL

LECCIÓN 1: VER INFORMACIÓN DEL ESTADO DE LOS INFORMES DE EMPLEADOR

Esta opción está disponible solamente a los usuarios que al inscribirse seleccionaron la opción de «Bien File/Wa ge Reporta Status, Error, ana Error Cotices» (Ver el estado de informes de salarios y registros, errores y avisos de errores). Siga estas instrucciones para ver el estado de los informes para su empresa.



No puede solicitar acceso a este servicio si no proveyó un número de identificación de empleador (EIN, sus siglas en inglés) cuando se inscribió.

PASO 1: Dirija su navegador a la página titulada, «Budines Cervices Online (BSO) Wheel me» (Bienvenido a los Servicios por Internet para empresas [BSO, sus siglas en inglés]): www.segurosocial.gov/bso/bsowelcome.htm (sólo disponible en inglés).

Social Security Online	Business Serv	vices Online	
http://val.ssa.gov/	Home Questions?	Contact Us	Search GO
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 6 AM - 11:30 PM EST	Business Services Online BSO HELI Welcome to Business Services Online BSO HELI		
DONT USE YOUR BROWSER'S BACK BUTTON Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confident information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate 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.		
BSC Electronic W-2 Filing Handbook StIVS Handbook Video - Software Demonstration Tutorial Employer Information Suite of Services Apply For Fili Navigation Online Security Policy The Privacy Act and the Freedom of Information Act Contact Us Electronic Records Express Government to Government Services Online	LOG IN to REQUEST, / display the BSO Main M Maintenance" to request contact information. Información para el Emplea Log in to Business New user? Register Complete Phone Re	AC TIVATE AND ACCESS FUNCTIONS - Register enu. Then you may access services and functions, or activation of additional services and functions, deact idor en Español Services Online here for Business Services Online here rgistration what is this?	ed users can select the "Log In" button to login and u have already activated, or you may select "Account tivate your User ID, and/or change your password or Log In Register Complete Phone Registration
News Wage News Electronic Records Express News Social Security Number Verification News Consent Based SSN Verification Form SSA-1694 News	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 you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may a 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)		rvices a specifically formatted electronic file or by directly Submission and Report processing status is available. If t can be acknowledged online. Additionally, you may ask ge file. prting Wages
	For the purposes of files to request verifi company that has hi	completing W-2 and W-2c SSNVS allows you to cor cation of names and Social Security Numbers of em red you to perform this service. More information about Verifying Soci	mplete an online form or submit specifically formatted ployees of the company for which you work or the al Security Numbers
	Form SSA-1694 Req	uest for Business Entity Taxpayer Information	
	Business entities the must provide SSA w OCO AREP.Registrati	at have attorney and/or non-attorney representatives a with taxpayer identification information using the Form on@ssa.gov. mplete, update or view the Form SSA-1694.	as partners or employees who receive direct payment n SSA-1694. For information on how to register, contact
	Select Register to	obtain a User ID and password to complete the Form	n SSA-1694.
		More information about the Attorn	ney Fee Service
		Have a question? Call 1-800-772-6270 to speak with Employ. For TDD/TTY call 1-800-325-07 .	rer Customer Service personnel. 78.
ÚSA.gov	Privacy Policy Website Policies & Last reviewed or modified Wednes	Other Important Information Site Map sday Nov 21, 2007	Need Larger Text?

PASO 2: Pulse en el botón que lee, «Log In» (Ingrese) en la página, «Budines Cervices Online Wheel me». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

Social Security Online				
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Keyboard Mavigation			
	Cog In to BSO	BSO HELP		
	BSO Welcome > Login			
Online Services Availability				
Monday-Friday: 5 AM - 1 AM EST				
 Saturday: 5 AM - 11 PM EST 	User ID:			
 Sunday: 8 AM - 11:30 PM EST 	(formerly referred to as PIN)			
DON'T USE YOUR BROWSER'S BACK BUTTON	Password: <u>Forgot your password?</u>			
	(not case sensitive)			
Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	runderstand 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 concerning for all actions taken with multiple ID. 			
Need to complete your phone registration?	that I am responsible for all actions taken with my User ID.			
veed to complete your phone registration?	 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			
	Cancel			
	Have a question? Call 1-800-772-6270 Monday through Friday. 70 a.m. to 7/00 p.m. Eastern Time to speak with Employer Customer Service acressional Ero TDUTTY call 1-800-326-0778			

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

PASO 4: Pulse en el botón que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página, «Log In to BSO». Pulse en el botón que lee, «Login» para ver el menú de opciones en la página titulada, «BSO Main Menu ». (Para regresar a la página principal del BSO, pulse en el botón que lee, «Cancel» [Cancelar].)

www.socialsecurity.gov BSO Main Menu BSO Information Contact Us Keyboard Navigation		Contact Us Keyboard Navigation			
www.gouldiseculity.gov	oso mani nicha i oso maninadali i cultaci ĝis responta ĝenĝaloji				
	Main Men	u	LOGOUT BSO HEL		
Online Services Availability					
Monday Eriday: 5 AM 1 AM ET	Welcome, JANE DOE				
Saturday: 5 AM - 11 PM ET	Your password expires on September 15, 2008				
 Sunday: 8 AM - 11:30 PM ET 					
	Report Wages To Social Security				
DON'T USE YOUR BROWSER'S BACK BUTTON	Submit, download or process W-2s and W-2cs				
Lo uso any Business Services Online, you must	View submission status, acknowledge resubmission notices or				
irst request access to that service. To request	Request resubmission extensions				
access to BSO services, select "Account	View File / Wage Benert Status with Name / SSN Fi	TOTO			
Maintenance". From the Account Maintenance	View File / Wage Report Status With Name / SSN Errors				
Jage, select "Request Access to BSU Services"	view report status, errors and notice mormation				
	Social Security Numbers Verification Service				
	Request online SSN verification, or				
	Submit files for SSN verification				
	Form SSA-1694 Request for Business Entity Taxp	<u>ayer Information</u>			
	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 emplo	oyer information			
		770 0070 // // //			
	Have a question? Call 1-800 Friday, 7:00 a.m. to 7:00 p.m. Eastern	-772-6270 Monday through Time to speak with Employer Customer			
	Service personnel. For TDI	0/TTY call 1-800-325-0778.			
www.socialsecurity.gov	BSO Main Menu BSO Information	Contact Us Keyboard Navigation			

PASO 5: Pulse en el enlace que lee, «View File/Wage Report Status [with or without] Name/SSN Errors» (Ver el informe de estado de informes de registros de ganancias/presentación de registros de ganancias [con o sin] nombre/número de Seguro Social.)

View File / Wage Report Status without Name / SSN Errors

View report status, errors and notice information



El sistema mostrará el enlace que lee, «View File/Wage Report Status» solamente si seleccionó la opción de«View File/Wage Report Status, Errors, and Error Notices with or without Name/SSN Errors», al solicitar aceso a servicios del BSO.

El sistema mostrará la página titulada, «View File/Wage Report Status».

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

PASO 6: Pulse en el enlace que lee, «View Employer Report Status, Errors, and Notice Information» (Ver el informe de estado, errores y aviso).

(Para regresar a la página inicial del BSO, pulse en el botón que lee, «BSO Main Menu».)

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

El sistema mostrará en pantalla la página titulada, «Query Attestation» (Confirmación de la búsqueda).

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

PASO 7: Pulse en el botón que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página titulada, «Query Attestation». El sistema mostrará la página titulada, «Employer Report Selection» (Seleccione el informe de empleador).

(Para regresar a la página principal del BSO, pulse en el botón que lee, «**I DO NOT Accept**» [No Acepto].)

	Social Security's Business Services Online (BSO)
BSO Main	Menu BSO Information Links Contact SSA Keyboard Navigation Logout
BSO Help	
	Employer Report Selection
Please read the following information before continu	uing:
 Employer report information is displayed onl Reports that have not yet been processed ca Processed money totals may not reflect the off off off off off off off off off of	ly for reports submitted after 2002. annot be displayed. currently posted amounts. anciliation or tax liability purposes. basis for a Form VV-2c report.
Tax Year	
The Tax Year is the year in which the wages were ea Please Choose a Tax Year:	2007 💌

- PASO 8: Seleccione el año tributable en el menú desplegadle titulado, «Please Choose a Tax Year» (Favor de elegir el año tributable que aplica). El año tributable presente es el que aparecerá por defecto en el encasillado del año tributable.
- PASO 9: Pulse en el botón que lee, «Continue» (Continuar). El sistema mostrará la página titulada, «Employer Report Information» (Información de reporte del empleador). (De lo contrario, pulse en el botón que lee, «Cancel» [Cancelar] para regresar a la página principal del BSO.)

	1					
		BSO Main Menu BSO Information Links Con	tact SSA	TKeyboard Na	vigation Logo	ut
BSO Help						
		Employer Banar	Inform	action		
		Employer Repor	t mom	lation		
eport Information	for EIN: 00-99	99999, Tax Year: 2005				
or the tax year yo etailed information	u have selecte n for a particula	d, there are a total of 8 reports. Select the results displaye r report.	d in the Re	eport Status colur	nn for an explana	tion of status codes. Si
esubmit a file, incl ill be processed port is COMPLET P: Use your bro lote: Detailed inl	lude any report again if it conta rE can only be wser menu Sa formation is no	s that show COMPLETE status also, but make NO changes ins changes. This can cause serious tax consequences for made by filing a W-2c report. we As or <i>Print</i> feature if you wish to save or print this pa ot available for reports with a status of IN PROCESS.	in the CO remployee ge for your	MPLETE reports. Is and the employ r records.	A COMPLETE rej	port Ifter a
Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income		Report Status	Status Date	* Employer Report Details
REGULAR	1	SS Wages: Medicare: Fed Taxable: \$	\$0.00 \$0.00 4,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable: \$10	\$0.00 \$0.00 \$0.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable:	\$0.00 \$0.00 \$463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: Medicare: Fed Taxable: \$1	\$0.00 \$0.00 0,000.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: Medicare: Fed Taxable:	\$11.00 \$454.00 \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	Correct SS Wages: Medicare: Fed Taxable:	\$0.00 \$0.00 \$0.00	COMPLETE	12/08/2005	Details
CORRECTION		Correct SS Wages: Medicare: Fed Taxable: \$10	\$0.00 \$0.00 0,000.00	COMPLETE	12/08/2005	Details
REGULAR	8	SS Wages: \$347,03 Medicare: \$1,405,03 Fed Taxable: \$762,77	3,057.75 6,664.27 9,334.86	COMPLETE	02/24/2006	Details
ORRECTION		SS Wages: Medicare: Fed Taxable: SS Wages: Medicare: \$1,405,03 Fed Taxable: \$762,77 Options Return to Employer Report Selection	\$0.00 \$0.00 0.000.00 3.057.75 6.664.27 9.334.86	COMPLETE COMPLETE	12/08/2005	Details Details

PASO 10: Pulse en el enlace que se encuentra en la columna que lee, «**Report Status**» (Estado del Informe) para ver el estado de procesamiento específico de los datos presentados.

Explanation	of Processing Status Code
You have requ	ested information about the COMPLETE processing status code.
COMPLETE	Social Security was able to complete processing of this report. If you or the people filing on your behalf are required to resubmit your wage file, do NOT change the information in this report.
	Please note that you may have to close this window in order to resume your BSO session. Close Browser Window You can use the File menu to close this window.

- **PASO 11:** Revise el estado de los datos sometidos, el cual está localizado en la parte superior de la ventanilla desplegadle.
- PASO 12: Pulse en el botón que lee, «Close Browser Window» (Cierre la ventanilla del navegador) para cerrar la ventanilla desplegadle. El sistema lo regresa a la página titulada, «Employer Report Information».
- **PASO 13:** Pulse en el botón que lee, «**Return to Employer Report Selection**» (Regrese a la sección para la seleccionar el tipo de informe de empleador que desea ver). El sistema mostrará la página titulada, «Employer Report Selection».

LECCIÓN 2: VER INFORMACIÓN DETALLADA DE LOS INFORMES DE EMPLEADOR

Esta opción está disponible solamente para los usuarios que seleccionaron la opción de «View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name/SSN Errors». Siga las siguientes instrucciones para ver los informes de empleador sobre los registros de salario previamente presentados.



No puede solicitar acceso a este servicio no proveyó un número de identificación de empleador (EIN, sus siglas en inglés) cuando se inscribió.

- PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para empresas): www.segurosocial.gov/bso/bsowelcome.htm (sólo disponible en inglés).
- PASO 2: Pulse en el botón que lee, «Login» (Ingrese) en la página titulada, «Business Services Online (BSO) Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

Social Security Online www.socialsecurity.gov	RSO Melcome RSO Information Keyboard Navination				
	Cog In to BSO	BSO HELP			
Online Services Availability	B3O Welcome > Login				
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST	User ID:				
 Sunday: 8 AM - 11:30 PM EST 	(formerly referred to as PIN) Password: Encrot your password?				
DON'T USE YOUR BROWSER'S BACK BUTTON	(not case sensitive)				
Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	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. 				
Need to complete your phone registration?	 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				
	Cancel				
	Have a question? Cal 1-800-772-6270 Monday through Friday, 700 â .m. to 700 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDDTTY cal 1-800-256-0778 .				
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation				

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

- PASO 4: Pulse en el encasillado que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página titulada, «Log In to BSO». Pulse en el botón que lee, «Login» (Ingrese) para que el sistema demuestre en pantalla la página de opciones de tareas titulada, «BSO Main Menu». (Para regresar a la página principal del BSO, pulse en el botón que lee, «Cancel» [Cancelar].)
- PASO 5: Pulse en el enlace que lee, «View File/Wage Report Status [with or without] Name/SSN Errors».

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



El enlace que lee, «View File/Wage Report Status» solamente aparecerá en pantalla si seleccionó la opción de «View File/Wage Report Status, Error, and Error Notices with or without Name/SSN Errors» cuando solicitó acceso al BSO.

ΝΟΤΑ

El sistema mostrará en pantalla la página titulada, «View File/Wage Report Status».

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	View File / Wage Report Status without Name/SSN Errors
	BSD Main Menu > View File / Wage Report Status without Name / SSN Errors
Online Services Availability	
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST 	View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information
DON'T USE YOUR BROWSER'S BACK BUTTON	View current employer report status information, and error information for previously submitted wage data. BSO Main Menu
	Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

PASO 6: Pulse en el enlace que lee, «View Employer Report Status/Errors/Notice Information».

(Para regresar a la página principal del BSO, pulse en el botón que lee, «BSO Main Menu».)

View Employer Report Status, Errors, and Notice Information

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

El sistema mostrará en pantalla la página titulada, «Query Attestation» (Confirmación de búsqueda).

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

PASO 7: Pulse en el botón que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página «Quero Attestation». El sistema mostrará en pantalla la página titulada, «Employer Report Selection» (Elija el tipo de informe para empresas que desea ver).

(Para regresar a la página principal titulada, «BSO Main Menu», pulse en el botón que lee, «**I DO NOT Accept**» [No Acepto].)

Social Security Online Business Services Online Social Security's Business Services Online (BSO)
BSO Main Menu BSO Information Links Contact SSA Keyboard Navigation Logout
BSO Help
Employer Report Selection
Please read the following information before continuing:
 Employer report information is displayed only for reports submitted after 2002. Reports that have not yet been processed cannot be displayed. Processed money totals may not reflect the currently posted amounts. This information should not be used for reconciliation or tax liability purposes. This information should not be used as the basis for a Form W-2c report.
Tax Year
The Tax Year is the year in which the wages were earned.
Continue

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- PASO 8: Seleccione el año tributable en el menú desplegadle titulado, «Please Choose a Tax Year» (Por favor elija un año tributable). El año tributable presente es el valor por defecto en el encasillado del año tributable.
- PASO 9: Pulse en el botón que lee, «Continue» (Continuar). El sistema mostrará en pantalla la página titulada, «Employer Report Information» (Información de registros de la Empresa). (De lo contrario, pulse en el botón que lee, «Cancel» [Cancelar] para regresar a la página principal del BSO.)

EIN: 00-999	BSO Main Menu BSO Information Links Contact Employer Report In	SSAT	Keyboard Na	vigation j Logo	ut
EIN: 00-999	Employer Report In				
EIN: 00-99	Employer Report In				
EIN: 00-99	Employer Report In	12			
EIN: 00-999		forma	ation		
	99999, Tax Year: 2005				
ve selecte a particula	d, there are a total of 8 reports. Select the results displayed in report	the Rep	ort Status colum	in for an explana	tion of status codes. Se
mission st any report in if it conta an only be r menu Sa nation is no	iows one or more reports in RETURN status, view and correct e s that show COMPLETE status also, but make NO changes in th ns changes. This can cause serious tax consequences for emp made by filing a W-2c report. ve As or Print feature if you wish to save or print this page fo t available for reports with a status of IN PROCESS.	errors bet ne COMF ployees : <mark>or your n</mark>	fore resubmittir PLETE reports. <i>i</i> and the employ ecords.	ig. When you A COMPLETE rej er. Corrections a	oort fter a
rocessed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income		Report Status	Status Date	* Employer Report Details
1	SS Wages: \$ Medicare: \$ Fed Taxable: \$4,45	0.00	COMPLETE	10/21/2005	Details
зÊ	SS Wages: \$ Medicare: \$ Fed Taxable: \$100,00	0.00	COMPLETE	12/08/2005	Details
1	SS Wages: \$ Medicare: \$ Fed Taxable: \$46	0.00 0.00 3.00	COMPLETE	12/08/2005	Details
1	SS Wages: \$ Medicare: \$ Fed Taxable: \$10,00	0.00	COMPLETE	12/08/2005	Details
1	Correct SS Wages: \$1 Medicare: \$45 Fed Taxable: \$	1.00	COMPLETE	12/08/2005	Details
5	Correct SS Wages: \$ Medicare: \$ Fed Taxable: \$	0.00 0.00 0.00	COMPLETE	12/08/2005	Details
1	Correct SS Wages: \$ Medicare: \$ Fed Taxable: \$100,00	0.00	COMPLETE	12/08/2005	Details
8	SS Wages: \$347,033,05 Medicare: \$1,405,036,66 Fed Taxable: \$762,779,33	7.75 4.27 4.86	COMPLETE	02/24/2006	Details
	n if it contain an only be r r menu Sa vation is no roccessed W-2 Count 1 1 1 1 1 1 8	n if it contains changes. This can cause serious tax consequences for em an only be made by filling a W-2c report. r menu Save As or Print feature if you wish to save or print this page for recessed W-2 Count Processed W-2 Count SS Wages: 1 SS Wages: 1 SS Wages: 1 Medicare: Fed Taxable: 1 Medicare: 5 SS Wages: 1 SS Wages: 1 SS Wages: 1 Medicare: 5 Fed Taxable: 1 SS Wages: 1 SS	n if it contains changes. This can cause serious tax consequences for employees an only be made by filing a V-2c report. r menu Save As or Print feature if you wish to save or print this page for your or ration is not available for reports with a status of IN PROCESS. rocessed W-2 Count SS Wages: Processed W-2 Count SS Wages: SS	n ff contains changes. This can cause serious fax consequences for employees and the employ an only be made by filing a W-2c report. rmenu Seve As or Print feature if you wish to save or print this page for your records. retion is not available for reports with a status of IN PROCESS. rocessed W-2 Count SS Wages: Count SS Wages: SS Wages: S	n fill contains changes. This can cause serious tax consequences for employees and the employer. Corrections a an only be made by filing a W-2c report. remus Save As or Print feature if you wish to save or print this page for your records. relation is not available for reports with a status of IN PROCESS. recessed W-2 Count SS Wages: Fed Taxable: Fed Taxable: SS Wages: SS Wages: Fed Taxable: SS Wages: SS Wages:

PASO 10: Pulse en el enlace que lee, «Details» (Detalles) de la columna titulada, «Employer Report Details» (Detalles de Informes de empresa) para algún informe en específico. El sistema mostrará en pantalla la página titulada, «Employer Report Detailed Information» (Información detallada de Informes de la Empresa.)

	Social Secu	rity's Business Servic	ces Online (BSO)	
	BSO Main Menu BSO Informa	ation Links Contact	SSA Keyboard Naviga	tion Logout
BSO He				
	Employe	r Report Detaile	d Information	
eport Inform	nation for EIN: 00-9999999, Tax Year: 2005	6		
lect the resu	ilts displayed in the Report Status column for an explanation	of status codes		
PORTANT: F	Reports that have been processed to COMPLETE should not	be changed if the file is	resubmitted.	
D. Haa yay	n braunan manu Saus da ar Ovint factura if unu uich ta an	un av aviat this same for	a seconda	
P: Ose you	r browser menu Save As or Prink leature if you wish to sa	we or print this page io	r your records.	
	Report Type: REGULAR	Report	Status:	COMPLETE
	Status Date: 10/21/200	05 Employ	rment Type:	Regular
	Earnings Control Number: 50218500	0001 Tax Ju	risdiction:	Domestic Form W-2
	Reported W-2 Count: 0000001 Processed W-2 Count: 1	Establi	shment Number:	
		Reported	Processed	Amended
	SS Wages	\$0.00	\$0.00	NOT APPLICABLE
	SS Tips	\$0.00	\$0.00	NOT APPLICABLE
	Modicaro Wagoe and Tine	\$0.00	\$0.00	NOT APPLICABLE
	medicare wages and rips			NOT APPLICABLE
	Federal Taxable Income	\$4,455.00	\$4,455.00	7
	Federal Taxable Income Options	\$4,455.00	\$4,455.00	
	Federal Taxable Income Options Return to Employer Report In	\$4,455.00	\$4,455.00	ort Information

LECCIÓN 3: VER INFORMACIÓN DE ERRORES DE LOS INFORMES DE SALARIOS SOMETIDOS ANTERIORMENTE

Esta opción está disponible solamente para los usuarios que seleccionaron la opción de «View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name/SSN Errors» o la opción de View Name and Social Security Number Erros (es español, Ver los errores en los nombres y números de Seguro Social). Siga las siguientes instrucciones para ver la información sobre los informes de salario previamente presentados.



No podrá solicitar acceso a este servicio, si no ingresó su número de identificación de empleador (EIN, sus siglas en inglés) cuando se inscribió.

- **PASO 1:** Dirija su navegador a la página titulada, BSO Welcome (Bienvenido a los Servicios por Internet para Empresas): <u>www.segurosocial.gov/bso/bsowelcome.htm</u> (sólo disponible en inglés).
- PASO 2: Pulse en el botón, «Log In» (Ingrese) en la página titulada, «BSOnline Welcome». El sistema mostrará en pantalla la página titulada, «Log In to BSO».

Social Security Online						
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation					
	Constant Log In to BSO	BSO HELP				
Online Services Availability	<u>BSO Welcome</u> > Login					
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 5 AM - 11 20 PM EST	User ID:					
DON'T USE YOUR BROWSER'S BACK BUTTON	Password: Forgot your password?					
Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that:					
Need to complete your phone registration?	 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					
	Cancel					
	Have a question? Call 1-900-772-6270 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 1-900-325-01778 .					
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation					

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

- PASO 4: Pulse en el encasillado que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página titulada, «Log In to BSO». Pulse en el botón que lee, «Login» y el sistema mostrará en pantalla la página principal titulada, «BSO Main Menu». (Para regresar a la página inicial titulada, «BSO Welcome», pulse en el botón que lee, «Cancel» [Cancelar].)
- PASO 5: Pulse en el enlace que lee, «View File/Wage Report Status [with or without] Name/SSN Errors».

View File / Wage Report Status without Name / SSN Errors

View report status, errors and notice information



El sistema mostrará en pantalla el enlace que lee, «View **File/Wage Report Status** solamente si al pulsar en la pantalla que lee, «Request Access to BSO Services» (Solicitar acceso a los servicios del BSO) seleccionó la opción que lee, «View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name/SSN Errors».

El sistema mostrará en pantalla la página titulada, «View File/Wage Report Status».



PASO 6: Pulse en el enlace que lee, «View Employer Report Status, Errors, and Notice Information».

View Employer Report Status, Errors, and Notice Information

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

El sistema mostrará en pantalla la página titulada, «Query Attestation».

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

PASO 7: Pulse en el botón que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página titulada, «Query Attestation». El sistema mostrará en pantalla la página titulada, «Employer Report Selection» (Seleccione el informe de empleador que desea ver).

(Para regresar a la página principal del BSO, pulse en el botón que lee, «**I DO NOT Accept**» [No acepto].)

_	Social Security Online Business Services Online Social Security's Business Services Online (BSO)	
	BSO Main Menu BSO Information Links Contact SSA Keyboard Navigation Logout	
BSO Help		
	Employer Report Selection	
Please read the following information b	efore continuing:	
 Employer report information is d Reports that have not yet been p Processed money totals may no This information should not be u This information should not be u 	isplayed only for reports submitted after 2002. rocessed cannot be displayed. t reflect the currently posted amounts. ised for reconciliation or tax liability purposes. ised as the basis for a Form W-2c report.	
Tax Year		
The Tax Year is the year in which the wa	iges were earned.	
Please Choose a Tax Year:	2007 💌	
	Continue Cancel	

- **PASO 8:** Seleccione el año tributable del menú desplegadle titulado, «**Please Choose a Tax Year**» (Por favor elija un año tributable). El año tributable presente es el valor por defecto en el encasillado del año tributable.
- PASO 9: Pulse en el botón que lee, «Continue» (Continuar). El sistema mostrará en pantalla la página titulada, «Employer Report Information». (De lo contrario, pulse en el botón que lee, «Cancel» para regresar a la página principal del BSO).

PASO 10: Pulse en el enlace que lee, «**Details**» (Detalles) en la columna que lee, «Employer Report Details» (Detalles del Informe de la empresa) del informe que desea ver. El sistema mostrará pantalla la página titulada, «Employer Report Detailed Information» (Información detallada del Informe de la empresa).

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	BSO Main Mer	u BSO Information Links Co	intact SSA	(Keyboard Navigatio	n i Logout	
	-					
BSO Hel	<u>P</u>					
		Employer Report D	etailed In	formation		
ort inform	ation for EIN: 00-99999999 Tax Year: 2003					
	Its displayed in the Osnart Status solution	for an aurilanction of status and a				
on the result	its displayed in the Report Status column	for an explanation of status codes.	- 61- 1			
RTANT: R	eports that have been processed to COMI	PLETE should not be changed if th	e file is resub	mitted.		
Use your	r browser menu S <i>ave</i> As or <i>Print</i> feature	e if you wish to save or print this	oage for your	records.		
	Durant Tana	PEOULAR	Durant Chat			
	Status Date:	07/08/2003	Report Statu Employment	s: Type:	Agricultural	
	Earnings Control Number:	12345678910	Tax Jurisdic	tion:	Domestic Form W-2	
	Reported W-2 Count:	8888888	Establishme	nt Number:	1111	
	Processed W-2 Count:	9999			100000	
		Reported		Processed	Amended	
	SS Wages	\$1,200,000,	00.000.00	\$62,000,000.00	\$38,000,000.00	
	SS Tips	\$1,600,000,	00.000,000	\$63,000,000.00	\$42,000,000.00 \$40,000,000.00	
	Medicare Wages and Tips	\$1,400,000,	00.000,000	\$64,000,000.00		
	Federal Taxable Income	\$1,000,000,000,000.00 \$36,000,000.00		NOT APPLICABLE		
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		VICW L	11013			
	Options	and Intell		11/10		
	-	100		Contraction of the second		
	Return to E	mployer Report Information	Return page.	to the Employer Report	nformation	
		- Fill 1997	oloyer Report Selection Return to the Employer		Report Selection page.	

PASO 11: Pulse en el enlace que lee, «View Errors» (Ver los errores) para ver todos los errores que se encuentran en el informe. El sistema mostrará en pantalla la página titulada, «All Errors for Report» (Todos los errores del informe).



Si no está presente el enlace que lee, «View Errors», quiere decir que el Seguro Social no encontró errores al procesar el informe.

NOTA

BSO N	1ain Menu BSO Information Links Contact S	SA Keyboard Navigation Logo	out
	All Errors for Rep	port	
EIN: 00-99999999. Tax Ye	ar: 2003		
loved in the Conort Statu	e column for an avalanction of status codes		
letailed information for a	narticular renort		
letailed information for a	particular report.		
Jetailed information for a	particular report. nore reports in RETURN status, view and correct error	rs before resubmitting. When you res	ubmit
Jetailed information for a omission shows one or r ints that show COMPLET ontains changes. This ca	particular report. nore reports in RETURN status, view and correct error Estatus also, but make NO changes in the COMPLET in cause serious tax consequences for employees an	rs before resubmitting. When you res E reports. A COMPLETE report will be d the employer. Corrections after a re	ubmit e eport
aryso in the Report State Jetailed information for a ornission shows one or r ints that show COMPLET ontains changes. This c y be made by filing a W-2	particular report. nore reports in RETURN status, view and correct error E status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an 'c report.	rs before resubmitting. When you res E reports. A COMPLETE report will be Id the employer. Corrections after a re	ubmit e eport
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arged in the Report State omission shows one or r rits that show COMPLET ontains changes. This cu y be made by filing a W-2 er menu Save As or Pri	nore reports in RETURN status, view and correct error E status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an ic report. In feature if you wish to save or print this page for y	rs before resubmitting. When you res E reports. A COMPLETE report will be Id the employer. Corrections after a re rour records.	ubmit e eport
Jetailed information for a omission shows one or r orts that show COMPLET ontains changes. This c: ly be made by filing a W-2 er menu Save As or Pri Report Status	nore reports in RETURN status, view and correct error E status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an 'c report. Int feature if you wish to save or print this page for y Error Description	rs before resubmitting. When you res E reports. A COMPLETE report will be id the employer. Corrections after a re rour records.	eport
ayed in the Report State omission shows one or i onts that show COMPLET ontains changes. This cu by be made by filing a W-2 er menu Save As or Print Report Status COMPLETE	nore reports in RETURN status, view and correct error status also, but make NO changes in the COMPLET an cause serious tax consequences for employees an ic report. nt feature if you wish to save or print this page for y Error Description Invalid Names and/or SSNs	rs before resubmitting. When you res E reports. A COMPLETE report will be d the employer. Corrections after a re rour records.	eport
ayeu in the Report State omission shows one or i rifs that show COMPLET ontains changes. This c: ly be made by filing a W-2 er menu Save As or Print Report Status COMPLETE	nore reports in RETURN status, view and correct error status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an ic report. nt feature if you wish to save or print this page for y Error Description Invalid Names and/or SSNs	rs before resubmitting. When you res E reports. A COMPLETE report will be id the employer. Corrections after a re rour records. Importance INFORMATIONAL	ubmit e eport Details
ayeu in the Report State omission shows one or i rits that show COMPLET. In the sharges. This c: by be made by filing a W-2 er menu Save As or Print Report Status COMPLETE	nore reports in RETURN status, view and correct error status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an to report. Int feature if you wish to save or print this page for y Error Description Invalid Names and/or SSNs	rs before resubmitting. When you res E reports. A COMPLETE report will be d the employer. Corrections after a re rour records. Importance INFORMATIONAL	submit e eport Details
aryse in the Report State brailed information for a braission shows one or i rits that show COMPLET int shanges. This c: by be made by filing a W-2 er menu Save As or Pri Report Status COMPLETE	nore reports in RETURN status, view and correct error s status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an to report. <i>nt</i> feature if you wish to save or print this page for y <u>Error Description</u> Invalid Names and/or SSNs	rs before resubmitting. When you res E reports. A COMPLETE report will be id the employer. Corrections after a re rour records.	submit e eport Details
ayeu in file Report State britission shows one or i rits that show COMPLET ontains changes. This c. ly be made by filing a W-2 er menu Save As or Pri Report Status COMPLETE	particular report. nore reports in RETURN status, view and correct error 5 status also, but make NO changes in the COMPLET in cause serious tax consequences for employees an to report. nt feature if you wish to save or print this page for y Error Description Invalid Names and/or SSNs ployer Report Detailed Information Retu	rs before resubmitting. When you res E reports. A COMPLETE report will be id the employer. Corrections after a re rour records. INFORMATIONAL INFORMATIONAL	submit e eport Details

PASO 12: Pulse en el enlace que lee, «**Details**» en la columna a mano derecha de la descripción del error específico. El sistema mostrará en pantalla la página titulada, «Detailed Information for Error» (Información detallada sobre el error).

	So B So	ocial Security Online USINESS Ser	vices On Services Online (BS	line	i
	BSO Main Menu BS	O Information Links Cor	tact SSA Keyboa	rd Navigation Logout	
BSO Help		Detailed Informa Invalid Names a	tion for Error		
		Report Number	000000001		
Error Information for EIN: 00-99	999999, Tax Year: 2003				
TIP: Use your browser menu 3	Save As or Print feature if you	wish to save or print this pa	ige for your records.		
Employer Na	Me: NO-NAME COMPANY	i Tax Y	'ear: 2003		
Employer EIN	: 00-9999999	Estal	dishment Number: 11	13	
Employer Em	ployment Type: Agricultural	Repo	rted W-2 Count: 8888	888	
Tax Jurisdict	tion: Domestic Form W-2	Proc	essed W-2 Count: 99	39	
agree with ou are in the pro not blank, b) middle name Please chect card; b) the S not contain "1	Ir records. This may be due to a per positions in the RW Record the name agrees with the indivi and last name are provided in (all SSNs to ensure that: a) the SN is nine (9) numeric charact 11111111", "333333333" or "1:	d data processing error. Chec is. Also, please check all nam dual's name exactly as it is sf separate fields; d) the individ SSN agrees with the individ ars and does not contain lette 23456789"; d) the SSN does i	k the structure of the w les to ensure that: a) t lown on the individual Jal's title (Mr., Mrs., et al's SSN exactly as it i rs, blanks, spaces, hy hot begin with "8" or "S	rage report to ensure that Name he first name and/or the last na 's Social Security card; c) the firs .) is not included in any of the n s shown on the individual's Soc phens, prefixes or suffixes; c) th "; and e) the SSN is not in rever	is and SSNs me fields are st name, ame fields. ial Security ie SSN does se order.
	Reported Al	I Non-Zero Missing	Failed to	Total Failed	
	9999	0	9999	19998	
	74				11-
	Options				
	Nes				
	All Errors	for Report	View All Errors for	this Report.	
	Employer Report [Detailed Information	Return to the Emp Information Page.	loyer Report Detailed	
			de cu		

PASO 13: Después de revisar la información sobre los errores en el informe, pulse en el botón que lee, «All Errors for Report» para regresar a la página titulada, «All Errors for Report».

LECCIÓN 4: CÓMO VER LOS AVISOS DE CONFIRMACIÓN DE NOMBRES Y NÚMEROS DE SEGURO SOCIAL

Esta opción está disponible solamente para los usuarios que seleccionaron la opción de «View File/Wage Report Status, Errors, and Error Notices **with** Name/SSN Errors role» (Ver el informe de estado de acciones presentadas o salarios informados, Errores y Aviso de errores **con** errores de nombres/números de Seguro Social). Siga las siguientes instrucciones para ver los avisos de nombres y/o números de Seguro Social.



No puede solicitar acceso a este servicio si no proveyó un número de identificación de empleador (EIN, sus siglas en inglés) al inscribirse.

- **PASO 1:** Dirija su navegador a la página titulada, «BSO Welcome» (Bienvenido al BSO): <u>www.segurosocial.gov/bso/bsowelcome.htm</u> (sólo disponible en inglés).
- **PASO 2:** Pulse en el botón que lee, «**Log In**» (Ingrese) en la página de «BSO Welcome». El sistema mostrará en pantalla la página titulada, «Log In to BSO» (Ingrese al BSO).

Social Security Officia						
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation					
	Constant Log In to BSO	BSO HELP				
	BSO Welcome > Login					
Online Services Availability						
Monday-Friday: 5 AM - 1 AM EST	line ID					
 Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST 	/formativ referred to as RIN					
	Receiverd					
DON'T USE YOUR BROWSER'S BACK BUTTON	rassword, <u>roigut your password r</u>					
	Lunderstand that the Social Security Administration (SSA) will validate the information L					
Effective October 2007, your Personal	provide against the information in SSA's files.					
dentification Number (PIN) is now referred to	I certify that:					
is your user ib.						
	 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. 					
leed to complete your phone registration?	that i an responsible for all actions taken with my oser ib.					
	 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.					
	 Lam authorized to do business under this User ID 					
	By checking the box below you certify that you have read, understand and					
	agree to the user certification of Business Services Online.					
	Cancel	1				
		-				
	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					

PASO 3: Ingrese su «User ID» (identificación de usuario) y contraseña

PASO 4: Pulse en el botón que lee, «I Accept» (Acepto) después de leer las condiciones definidas en la página titulada, «Log In to BSO». Pulse en el botón que lee, «Login» y el sistema mostrará en pantalla la página principal del BSO. (Para regresar a la página inicial titulada, «BSO Welcome», pulse en el botón que lee, «Cancel» [Cancelar].)

PASO 5: Pulse en el enlace que lee, «View File/Wage Report Status with Name/SSN Errors».

View File / Wage Report Status with Name / SSN Errors

View report status, errors and notice information



El enlace que lee, «View File/Wage Report Status with Name/SSN Errors» aparecerá solamente si al inscribirse seleccionó la opción que lee, « View File/Wage Report Status, Error, and Error Notices with Name / SSN Errors».

El sistema mostrará en pantalla la página titulada, «View File/Wage Report Status».

Social Security Online	Business Services Online					
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation					
	View File / Wage Report Status with Name / SSN Errors					
	BSO Main Menu > View File / Wage Report Status with Name / SSN Errors					
Online Services Availability	Man Asha in the Brance and Marine Information					
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST 	View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data including name and Social Security Number errors.					
DON'T USE YOUR BROWSER'S BACK BUTTON	View Employer Report Status, Errors, and Notice Information View current employer report status information, Social Security Number and Name Validation notices, and error information for previously submitted wage data including name and Social Security Number errors.					
	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					

PASO 6: Pulse en el enlace que lee, «View Employer Report Status, Errors, and Notice Information» (Ver el informe del estado, errores, y avisos informativos.)

(Para regresar a la página principal del BSO, pulse en el botón que lee, «BSO Main Menu».)

View Employer Report Status, Errors, and Notice Information

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

> El sistema mostrará len pantalla a página titulada, «Query Attestation» (Confirmación de búsqueda).

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

PASO 7: Pulse en el botón que lee, «I Accept» después de leer las condiciones definidas en la página titulada, «Query Attestation». El sistema mostrará en pantalla la página titulada, «Employer Report Selection» (Selecciones de informes para la empresa).

(Para regresar a la página principal del BSO, pulse en el botón que lee, «**I DO NOT Accept**» [No Acepto].)

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

- **PASO 8:** Pulse en el año tributable en el menú desplegadle titulado, «**Please Choose a Tax Year**» (Favor de elegir el año tributable). El año tributable presente es el valor por defecto en el encasillado del año tributable.
- PASO 9: Pulse en el botón que lee, «Continue» (Continuar). El sistema mostrará en pantalla la página titulada, «Employer Report Information» (Información sobre el informe de la empresa). (De lo contrario, pulse en el botón que lee, «Cancel» [Cancelar] para regresar a la página principal del BSO.)

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formation is no	ot available for reports with a status of IN PRC	OCESS.			
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W-2 Count	Social Security Wages, Medicare, and Federal Taxable Income		Status	Status Date	Details
9999	SS Wages: Medicare: Fed Taxable:	\$62,000,000.00 \$64,000,000.00 \$36,000,000.00	COMPLETE	07/08/2003	Details
9999	SS Wages: Medicare: Fed Taxable:	\$42,111,111.00 \$44,111,111.00 \$33,111,111.00	COMPLETE	07/08/2003	Details
9999	SS Wages: Medicare: Fed Taxable:	\$62,000,000.00 \$64,000,000.00 \$36,000,000.00	COMPLETE	07/08/2003	Details
3	SS Wages: Medicare: Fed Taxable:	\$6,666.66 \$0.00 \$6,666.66	COMPLETE	10/08/2003	Details
1	SS Wages: Medicare: Fed Taxable:	\$1,000.20 \$1,000.20 \$1,000.20	RETURN	10/28/2003	Details
11	SS Wages: Medicare: Fed Taxable:	\$1,100.00 \$1,100.00 \$1,100.00	COMPLETE	11/21/2003	Details
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510	SS Wages: Medicare: Fed Taxable:	\$102,000.00 \$0.00 \$0.00	RETURN	11/21/2003	Details
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PASO 10: Pulse en el enlace que lee, «**Details**» (Detalles) en la columna que lee «Employer Report Details» (Detalles del informe de la Empresa). El sistema mostrará en pantalla la página titulada, «Employer Report Detailed Information».

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elect the resu	ilts displayed in the <i>Report Status</i> column for an explanation) of status codes.		
PORTANT: F	Reports that have been processed to COMPLETE should not	t be changed if the fil	e is resubmitted.	
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	Status Date: 11/21/200	03 En	ployment Type:	Regular
	Earnings Control Number: 31418500 Reported W 2 Count: 00000011	0059 Ta	 Jurisdiction: Solution: 	Domestic Form W-2
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	SS Tips	\$0.	\$0.00	NOT APPLICABLE
	Medicare Wages and Tips	\$1,100.	00 \$1,100.00	NOT APPLICABLE
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PASO 11: Usted puede seleccionar el enlace que lee, «View Name/SSN Validation Notice» (Ver el aviso de confirmación de nombre o número de Seguro Social) o el enlace que lee, «View Errors» (Ver los errores). Siga al PASO 13 si quiere ver el aviso «Name/SSN Validation». Debido a que el aviso solamente muestra una cantidad limitada de números de Seguro Social, es posible que pueda obtener más información al ir a la página titulada, «Detailed Information for Error–Invalid Names and/or SSNs» (Información detallada sobre Errores — Nombres y/o números de Seguro Social incorrectos). Vaya directamente al PASO 15 para usar el enlace que

lee, «View Errors».

PASO 12: Pulse en el enlace que lee, «**View Name/SSN Validation Notice**» para ver un facsímile del aviso que se le envió a usted por correo. Éste contendrá hasta 500 números de Seguro Social que no concordaron con los registros del Seguro Social. El sistema mostrará en pantalla el aviso de confirmación de nombre y número de Seguro Social.



Puede ver un facsímile del aviso de confirmación de nombre y número de Seguro Social solamente si usted recibió un aviso por correo. A continuación se encuentra un ejemplo parcial de un aviso de Validación de nombre y número de Seguro Social.

Establishment Number: K051 MRN: 31518500005 WFID: 501125-01 Why You Are Getting This Letter Some employee names and Social Security numbers that you reported on the Wage and Tax Statements (Forms W-2) for tax year 2003 do not agree with our records. We need corrected information from you so that we can credit your employees' earnings to their Social Security records. It's important because these records can determine if someone is entitled to Social Security retirement, disability and survivors benefits, and how much he or she can receive. If the information you report to us is incorrect, your employee may not get benefits he or she is due There are several common reasons why the information reported to us doesn't agree with our records, including: Errors were made in spelling an employee's name or listing the Social Security number; An employee did not report a name change following a marriage or divorce; and The name or Social Security number was incomplete or left blank on the W-2 report sent to the Social Security Administration **MPORTANT** This letter does not imply that you or your employee intentionally gave the government wrong information about the employee's name or Social

Security number. Nor does it make any statement about an employee's

immigration status

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

- **PASO 13:** Para regresar a la página titulada, « Employer Report Detailed Information », pulse en el botón que lee, «**Employer Report Detailed Information**» (Información detallada del informe de la Empresa).
- PASO 14: Pulse en el enlace que lee, «View Errors». El sistema mostrará en pantalla la página titulada, «All Errors for Report» (Todos los errores del informe).

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PASO 15: Pulse en el encasillado que contiene el enlace que lee, «Details». El sistema mostrará la página titulada, «Detailed Information for Error – Invalid Names and/or SSNs». (Para regresar a la página titulada, «Employer Report Detailed Information», pulse en el botón que lee «Employer report Detailed Information».

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