

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:

- [CÓMO VER EL ESTADO DE LOS INFORMES ACTUALES](#)
- [CÓMO VER LA INFORMACIÓN DETALLADA DE LOS INFORMES](#)
- [CÓMO VER INFORMACIÓN DE ERRORES DE LOS INFORMES DE SALARIOS SOMETIDOS ANTERIORMENTE](#)
- [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.*

### NOTA

**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/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**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](#)

**Business Services Online** **BSO HELP**

Welcome to Business Services Online

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

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

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

[Información para el Empleador en Español](#)

**Log in to Business Services Online here**

**New user? Register for Business Services Online here**

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

**Explanation of BSO Services**

**Reporting Wages to the SSA**

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

[More information about Reporting Wages](#)

**Social Security Number Verification Service (SSNVS)**

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

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

**Form SSA-1694 Request for Business Entity Taxpayer Information**

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

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

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

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

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

USA.gov [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#) [Need Larger Text?](#)  
Last reviewed or modified Wednesday Nov 21, 2007

**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.socialsecurity.gov

Business Services Online

BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [BSO HELP](#)

[BSO Welcome](#) > Login

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

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

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

User ID:

(formerly referred to as PIN)

Password:  [Forgot your password?](#)

(not case sensitive)

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

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

**By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.**

I Accept

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

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

**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].)

Social Security Online  
www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

LOGOUT | BSO HELP

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

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

Welcome, JANE DOE  
Your password expires on **September 15, 2008**

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

**View File / Wage Report Status with Name / SSN Errors**  
View report status, errors and notice information

**Social Security Numbers Verification Service**  
Request online SSN verification, or  
Submit files for SSN verification

**Form SSA-1694 Request for Business Entity Taxpayer Information**  
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

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

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

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**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



#### NOTA

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 acceso a servicios del BSO.

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

**Social Security Online** Business Services Online  
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**View File / Wage Report Status without Name/SSN Errors** LOGOUT | HELP

BSO Main Menu > View File / Wage Report Status without Name / SSN Errors

**Online Services Availability**

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

**DONT USE YOUR BROWSER'S BACK BUTTON**

**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**  
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

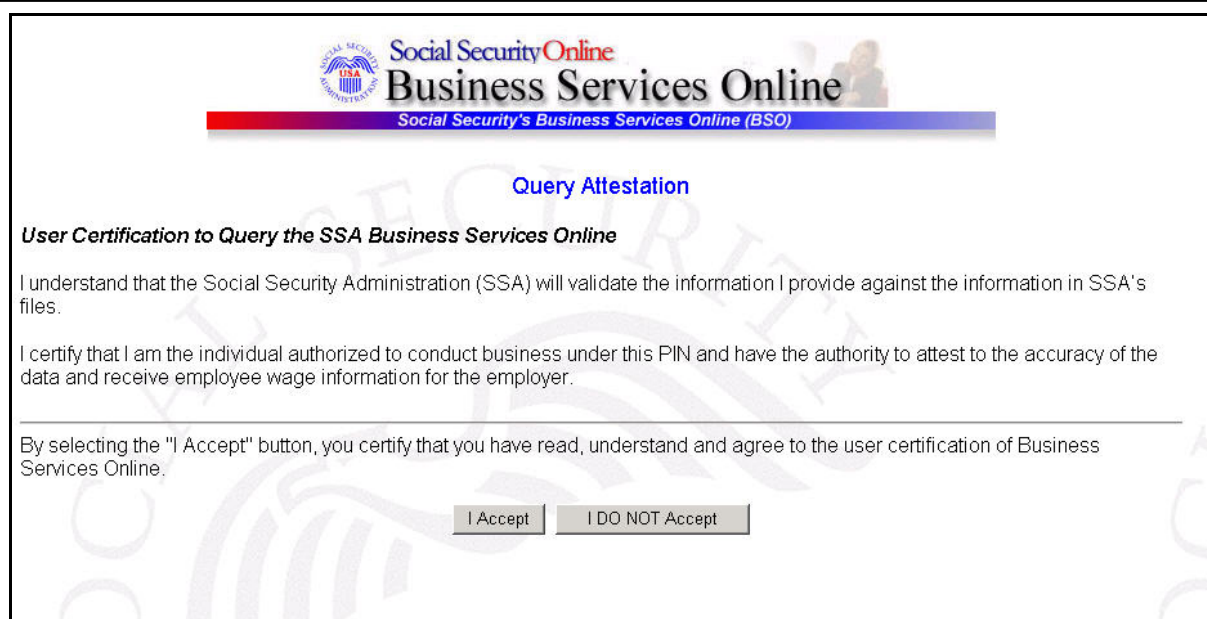
**PASO 6:** Pulse en el enlace que lee, «**View Employer Report Status, Errors, and Notice Information**» (Ver el informe de estado, errores y aviso).

(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 to Query the SSA Business Services Online**

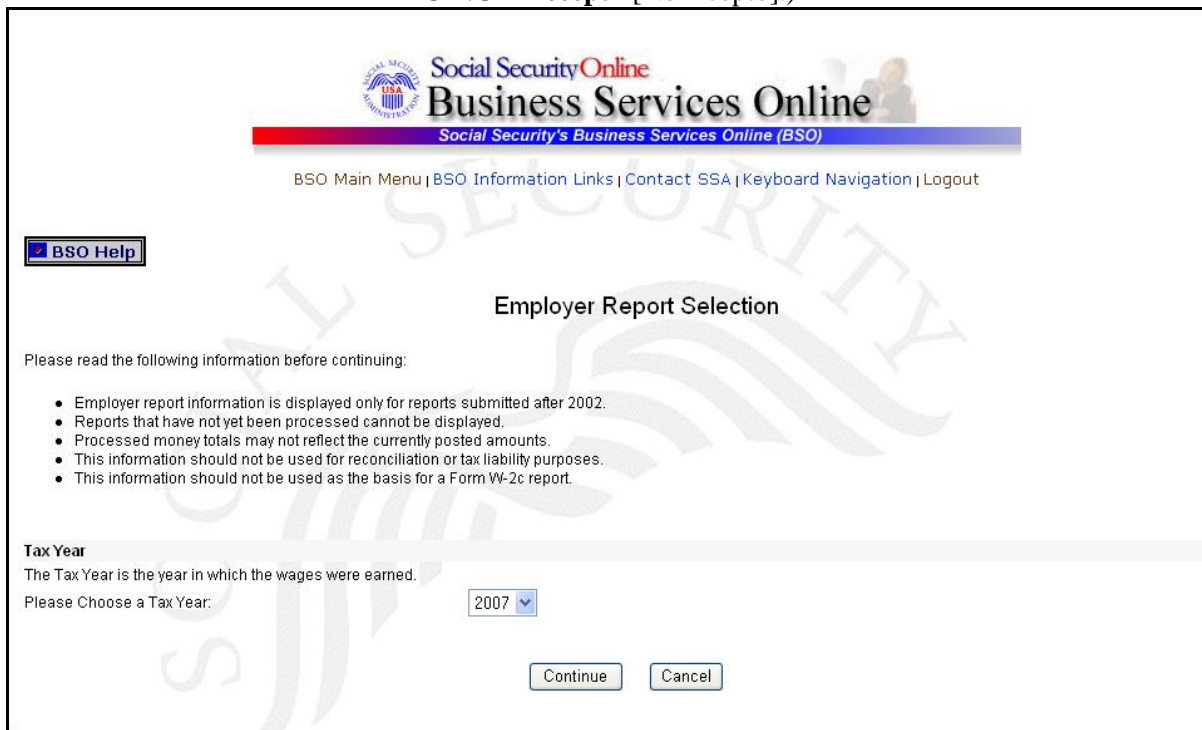
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

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.

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

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**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.  
Please Choose a Tax Year:

**PASO 8:** Seleccione el año tributable en el menú desplegable 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.)





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 Information

**Report Information for EIN: 00-9999999, Tax Year: 2005**

**For the tax year you have selected, there are a total of 8 reports.** Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: Detailed information is not available for reports with a status of IN PROCESS.*

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: \$0.00 Medicare: \$0.00 Fed Taxable: \$4,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$100,000.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$10,000.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: \$11.00 Medicare: \$454.00 Fed Taxable: \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	Correct SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$100,000.00	COMPLETE	12/08/2005	Details
REGULAR	8	SS Wages: \$347,033,057.75 Medicare: \$1,405,036,664.27 Fed Taxable: \$762,779,334.86	COMPLETE	02/24/2006	Details

**Options**

Return to Employer Report Selection

Return to the Employer Report Selection page.

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**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 requested information about the COMPLETE processing status code.

<b>COMPLETE</b>	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.
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*Please note that you may have to close this window in order to resume your BSO session.*

*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 desplegable.

**PASO 12:** Pulse en el botón que lee, «**Close Browser Window**» (Cierre la ventanilla del navegador) para cerrar la ventanilla desplegable. 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.



### NOTA

*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/bsowelcome.htm](http://www.segurosocial.gov/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).

**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](#)

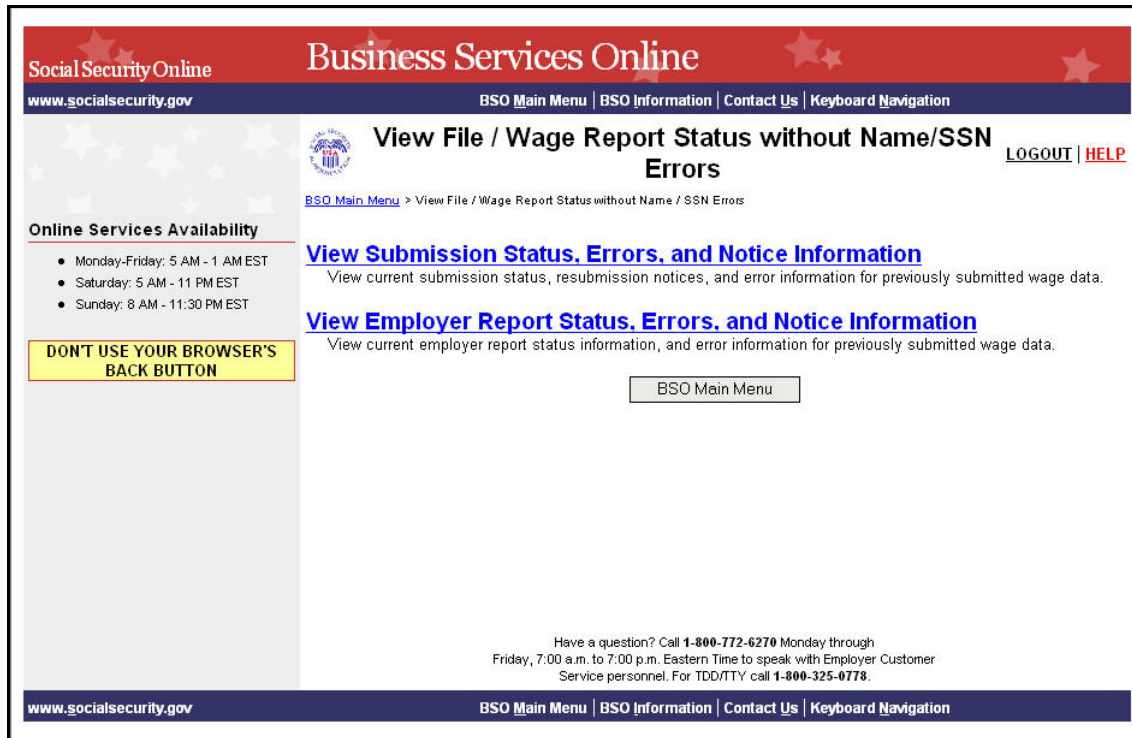
View report status, errors and notice information



**NOTA**

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.

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



Social Security Online Business Services Online

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

View File / Wage Report Status without Name/SSN Errors [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > View File / Wage Report Status without Name / SSN Errors

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

[View 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](#)  
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**.

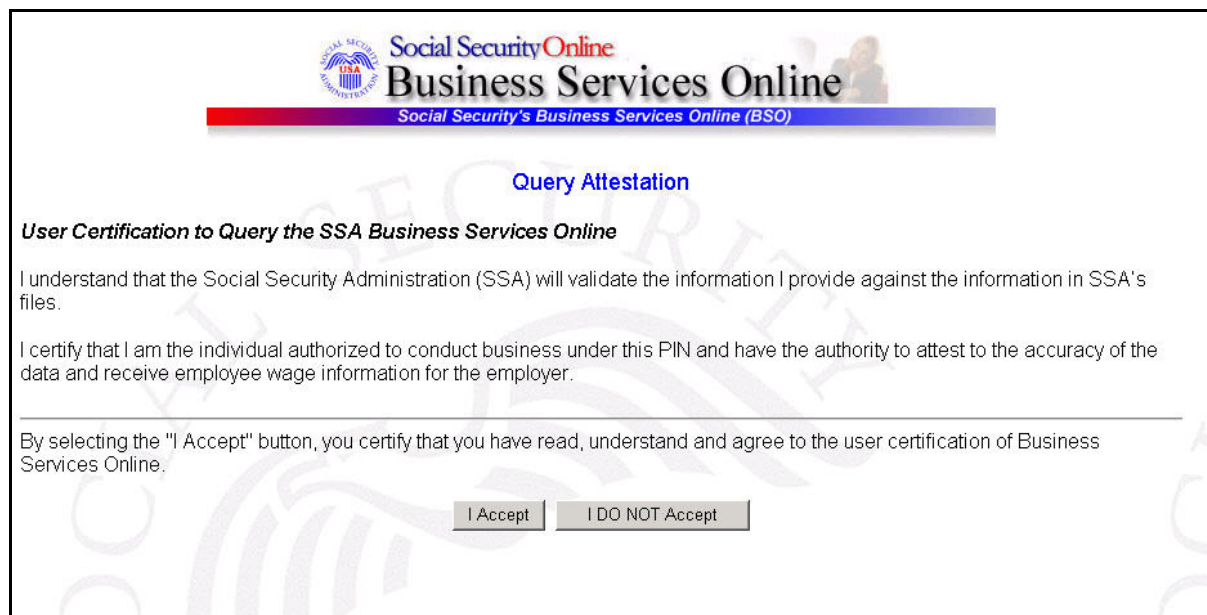
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**PASO 6:** Pulse en el enlace que lee, «**View Employer Report Status/Errors/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**

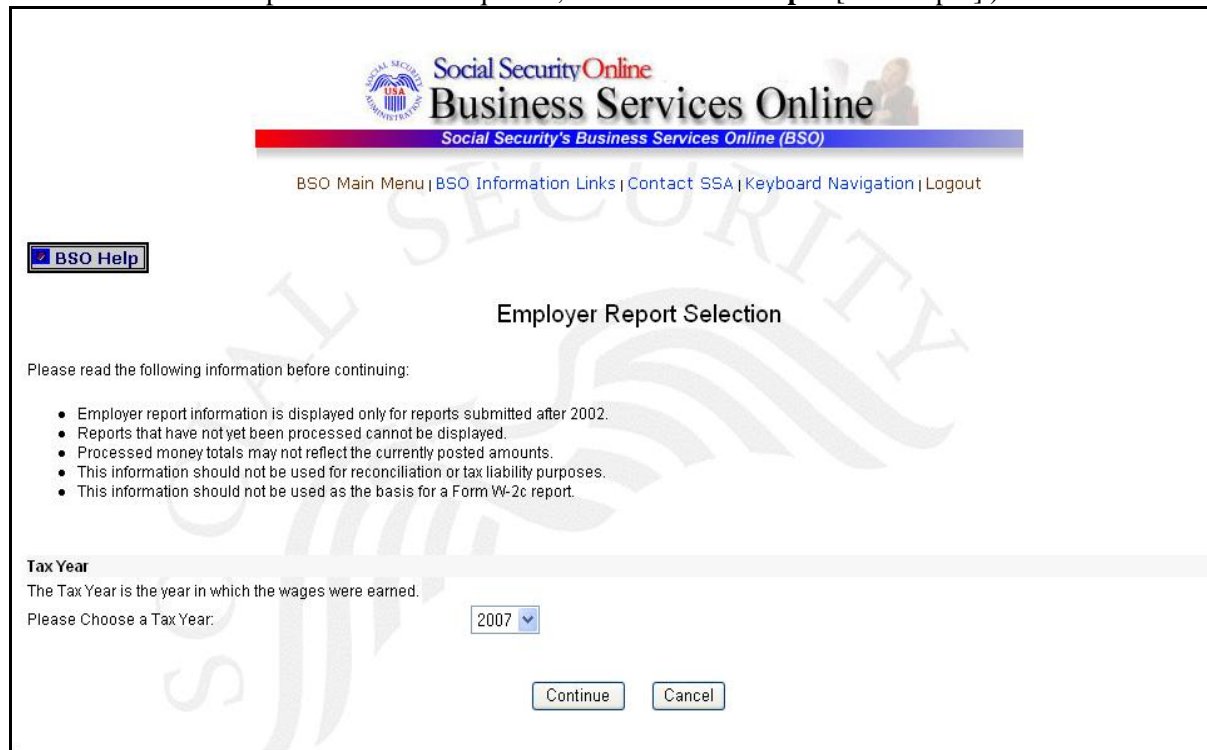
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

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.

**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](#)

**Employer Report Selection**

Please read the following information before continuing:

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- 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.  
Please Choose a Tax Year:

**PASO 8:** Seleccione el año tributable en el menú desplegable 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.)



BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

[BSO Help](#)

### Employer Report Information

Report Information for EIN: 00-9999999, Tax Year: 2005

For the tax year you have selected, there are a total of 8 reports. Select the results displayed in the Report Status column for an explanation of status codes. Select Details to view detailed information for a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

\* Note: Detailed information is not available for reports with a status of IN PROCESS.

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: \$0.00 Medicare: \$0.00 Fed Taxable: \$4,455.00	COMPLETE	10/21/2005	Details
REGULAR	1	SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$100,000.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$463.00	COMPLETE	12/08/2005	Details
REGULAR	1	SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$10,000.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: \$11.00 Medicare: \$454.00 Fed Taxable: \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	5	Correct SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$0.00	COMPLETE	12/08/2005	Details
CORRECTION	1	Correct SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$100,000.00	COMPLETE	12/08/2005	Details
REGULAR	8	SS Wages: \$347,033,057.75 Medicare: \$1,405,036,664.27 Fed Taxable: \$762,779,334.86	COMPLETE	02/24/2006	Details

**Options**

[Return to Employer Report Selection](#)

Return to the Employer Report Selection page.

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout



**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 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 Detailed Information

**Report Information for EIN: 00-9999999, Tax Year: 2005**

Select the results displayed in the *Report Status* column for an explanation of status codes.

**IMPORTANT:** Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<b>Report Type:</b>	REGULAR	<b>Report Status:</b>	COMPLETE
<b>Status Date:</b>	10/21/2005	<b>Employment Type:</b>	Regular
<b>Earnings Control Number:</b>	50218500001	<b>Tax Jurisdiction:</b>	Domestic Form W-2
<b>Reported W-2 Count:</b>	0000001	<b>Establishment Number:</b>	
<b>Processed W-2 Count:</b>	1		

	Reported	Processed	Amended
<b>SS Wages</b>	\$0.00	\$0.00	NOT APPLICABLE
<b>SS Tips</b>	\$0.00	\$0.00	NOT APPLICABLE
<b>Medicare Wages and Tips</b>	\$0.00	\$0.00	NOT APPLICABLE
<b>Federal Taxable Income</b>	\$4,455.00	\$4,455.00	NOT APPLICABLE

**Options**

Return to Employer Report Information	Return to the Employer Report Information page.
Return to Employer Report Selection	Return to the Employer Report Selection page.

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

## 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 Errors (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.*

### NOTA

**PASO 1:** Dirija su navegador a la página titulada, BSO Welcome (Bienvenido a los Servicios por Internet para Empresas): [www.segurosocial.gov/bso/bsowelcome.htm](http://www.segurosocial.gov/bso/bsowelcome.htm) (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».

The screenshot shows the 'Log In to BSO' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header, there is a navigation bar with 'BSO Welcome | BSO Information | Keyboard Navigation'. The main content area is titled 'Log In to BSO' and includes a 'BSO HELP' link. On the left side, there is a sidebar with 'Online Services Availability' and a note about the Personal Identification Number (PIN) being referred to as a User ID. The main form area contains fields for 'User ID' (formerly referred to as PIN) and 'Password' (not case sensitive). There is a 'Forgot your password?' link. Below the form, there is a certification section with a list of terms and conditions, and a checkbox for 'I Accept'. At the bottom of the form, there are 'Cancel' and 'Login' buttons. The footer of the page includes contact information for customer service.

**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](#)**

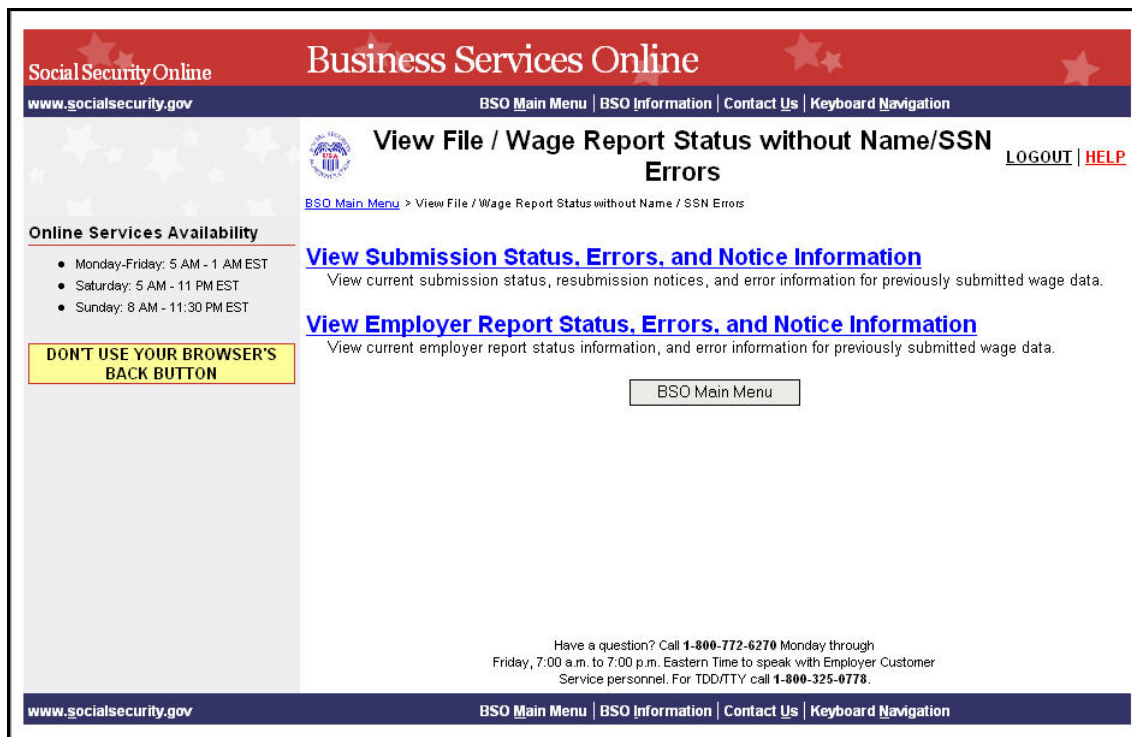
View report status, errors and notice information



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**».

**NOTA**

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.

**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 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.  
Please Choose a Tax Year:

**PASO 8:** Seleccione el año tributable del menú desplegable 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).



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 Information

Report Information for EIN: 00-9999999, Tax Year: 2003

For the tax year you have selected, there are a total of 7 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: Detailed information is not available for reports with a status of *IN PROCESS*.

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	Employer Report Details
REGULAR	9999	SS Wages: \$62,000,000.00 Medicare: \$64,000,000.00 Fed Taxable: \$36,000,000.00	COMPLETE	07/08/2003	<a href="#">Details</a>
REGULAR	9999	SS Wages: \$42,111,111.00 Medicare: \$44,111,111.00 Fed Taxable: \$33,111,111.00	COMPLETE	07/08/2003	<a href="#">Details</a>
REGULAR	9999	SS Wages: \$62,000,000.00 Medicare: \$64,000,000.00 Fed Taxable: \$36,000,000.00	COMPLETE	07/08/2003	<a href="#">Details</a>
REGULAR	3	SS Wages: \$6,666.66 Medicare: \$0.00 Fed Taxable: \$6,666.66	COMPLETE	10/08/2003	<a href="#">Details</a>
REGULAR	1	SS Wages: \$1,000.20 Medicare: \$1,000.20 Fed Taxable: \$1,000.20	RETURN	10/28/2003	<a href="#">Details</a>
REGULAR	11	SS Wages: \$1,100.00 Medicare: \$1,100.00 Fed Taxable: \$1,100.00	COMPLETE	11/21/2003	<a href="#">Details</a>
CORRECTION	510	Correct SS Wages: \$102,000.00 Medicare: \$0.00 Fed Taxable: \$0.00	RETURN	11/21/2003	<a href="#">Details</a>

**Options**

[Return to Employer Report Selection](#)

Return to the Employer Report Selection page.

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

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**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).

**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 Detailed Information

**Report Information for EIN:** 00-9999999, **Tax Year:** 2003

Select the results displayed in the *Report Status* column for an explanation of status codes.

**IMPORTANT:** Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<b>Report Type:</b>	REGULAR	<b>Report Status:</b>	COMPLETE
<b>Status Date:</b>	07/08/2003	<b>Employment Type:</b>	Agricultural
<b>Earnings Control Number:</b>	12345678910	<b>Tax Jurisdiction:</b>	Domestic Form W-2
<b>Reported W-2 Count:</b>	8888888	<b>Establishment Number:</b>	1111
<b>Processed W-2 Count:</b>	9999		

	Reported	Processed	Amended
SS Wages	\$1,200,000,000,000.00	\$62,000,000.00	\$38,000,000.00
SS Tips	\$1,600,000,000,000.00	\$63,000,000.00	\$42,000,000.00
Medicare Wages and Tips	\$1,400,000,000,000.00	\$64,000,000.00	\$40,000,000.00
Federal Taxable Income	\$1,000,000,000,000.00	\$36,000,000.00	NOT APPLICABLE

[View Errors](#)

**Options**

Return to Employer Report Information	Return to the Employer Report Information page.
Return to Employer Report Selection	Return to the Employer Report Selection page.

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**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

**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](#)

### All Errors for Report

**Error Information for EIN: 00-9999999, Tax Year: 2003**

Select the results displayed in the *Report Status* column for an explanation of status codes.  
Select *Details* to view detailed information for a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Status	Error Description	Importance	
COMPLETE	Invalid Names and/or SSNs	INFORMATIONAL	<a href="#">Details</a>

**Options**


[Employer Report Detailed Information](#) [Return to the Employer Report Detailed Information Page.](#)

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**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).





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](#)

### Detailed Information for Error *Invalid Names and/or SSNs in* Report Number 0000000001

**Error Information for EIN:** 00-9999999, **Tax Year:** 2003

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<b>Employer Name:</b> NO-NAME COMPANY ;	<b>Tax Year:</b> 2003
<b>Employer EIN:</b> 00-9999999	<b>Establishment Number:</b> 1113
<b>Employer Employment Type:</b> Agricultural	<b>Reported W-2 Count:</b> 8888888
<b>Tax Jurisdiction:</b> Domestic Form W-2	<b>Processed W-2 Count:</b> 9999

**Importance:** INFORMATIONAL

**Error Description:** Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
9999	0	9999	19998

**Options**

<input type="button" value="All Errors for Report"/>	View All Errors for this Report.
<input checked="" type="button" value="Employer Report Detailed Information"/>	Return to the Employer Report Detailed Information Page.

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**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.



### NOTA

*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):  
[www.segurosocial.gov/bso/bsowelcome.htm](http://www.segurosocial.gov/bso/bsowelcome.htm) (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 Online  
www.socialsecurity.gov

Business Services Online

BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [BSO HELP](#)

BSO Welcome > Login

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

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

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

User ID:   
(formerly referred to as PIN)

Password:   
(not case sensitive)

[Forgot your password?](#)

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

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

**By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.**

I Accept

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

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

**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](#)

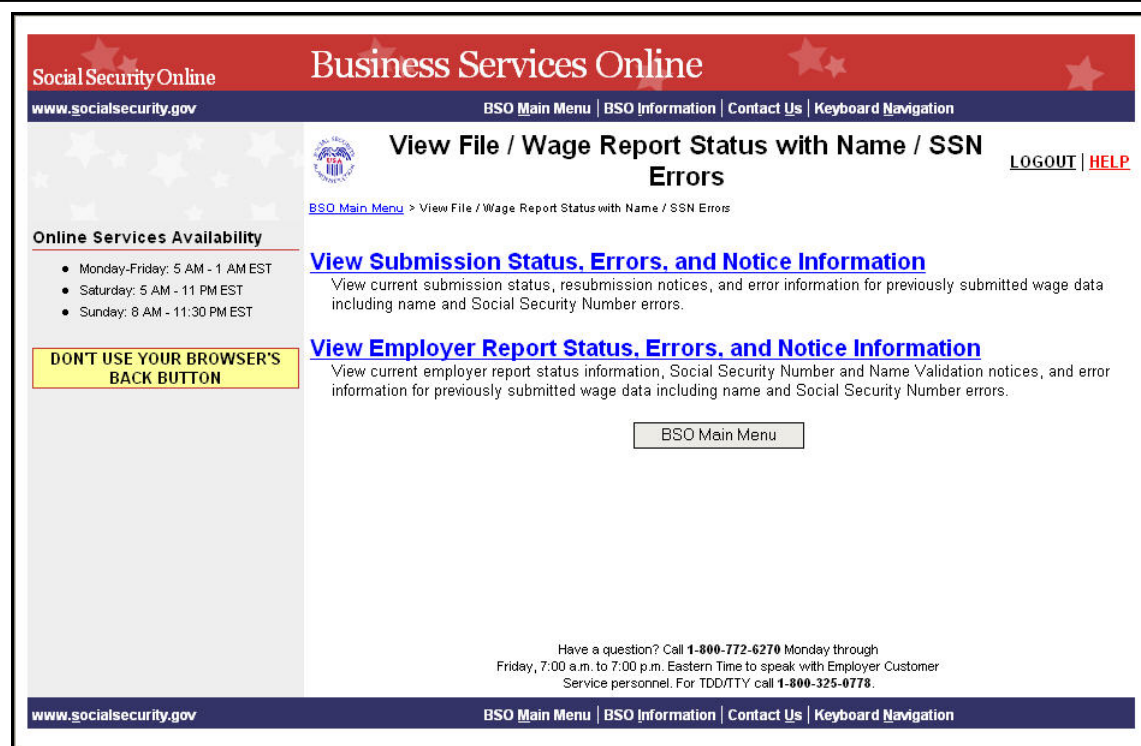
View report status, errors and notice information



#### NOTA

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

**View File / Wage Report Status with Name / SSN Errors** [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [View File / Wage Report Status with 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

**DONT USE YOUR BROWSER'S BACK BUTTON**

**[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.

**[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](http://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 en 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 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.

**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](#)

**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.  
Please Choose a Tax Year:

**PASO 8:** Pulse en el año tributable en el menú desplegado 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.)



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 Information

Report Information for EIN: 00-9999999, Tax Year: 2003

For the tax year you have selected, there are a total of 7 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: Detailed information is not available for reports with a status of IN PROCESS.

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	Employer Report Details
REGULAR	9999	SS Wages: \$62,000,000.00 Medicare: \$64,000,000.00 Fed Taxable: \$36,000,000.00	COMPLETE	07/08/2003	<a href="#">Details</a>
REGULAR	9999	SS Wages: \$42,111,111.00 Medicare: \$44,111,111.00 Fed Taxable: \$33,111,111.00	COMPLETE	07/08/2003	<a href="#">Details</a>
REGULAR	9999	SS Wages: \$62,000,000.00 Medicare: \$64,000,000.00 Fed Taxable: \$36,000,000.00	COMPLETE	07/08/2003	<a href="#">Details</a>
REGULAR	3	SS Wages: \$6,666.66 Medicare: \$0.00 Fed Taxable: \$6,666.66	COMPLETE	10/08/2003	<a href="#">Details</a>
REGULAR	1	SS Wages: \$1,000.20 Medicare: \$1,000.20 Fed Taxable: \$1,000.20	RETURN	10/28/2003	<a href="#">Details</a>
REGULAR	11	SS Wages: \$1,100.00 Medicare: \$1,100.00 Fed Taxable: \$1,100.00	COMPLETE	11/21/2003	<a href="#">Details</a>
CORRECTION	510	Correct SS Wages: \$102,000.00 Medicare: \$0.00 Fed Taxable: \$0.00	RETURN	11/21/2003	<a href="#">Details</a>

**Options**

[Return to Employer Report Selection](#)

Return to the Employer Report Selection page.

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

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**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».

**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 Detailed Information

Report Information for EIN: 00-9999999, Tax Year: 2003

Select the results displayed in the *Report Status* column for an explanation of status codes.

**IMPORTANT:** Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<b>Report Type:</b>	REGULAR	<b>Report Status:</b>	COMPLETE
<b>Status Date:</b>	11/21/2003	<b>Employment Type:</b>	Regular
<b>Earnings Control Number:</b>	31418500059	<b>Tax Jurisdiction:</b>	Domestic Form W-2
<b>Reported W-2 Count:</b>	0000011	<b>Establishment Number:</b>	K051
<b>Processed W-2 Count:</b>	11		

	Reported	Processed	Amended
<b>SS Wages</b>	\$1,100.00	\$1,100.00	NOT APPLICABLE
<b>SS Tips</b>	\$0.00	\$0.00	NOT APPLICABLE
<b>Medicare Wages and Tips</b>	\$1,100.00	\$1,100.00	NOT APPLICABLE
<b>Federal Taxable Income</b>	\$1,100.00	\$1,100.00	NOT APPLICABLE

[View Name/SSN Validation Notice](#)      [View Errors](#)

**Options**

<a href="#">Return to Employer Report Information</a>	Return to the Employer Report Information page.
<a href="#">Return to Employer Report Selection</a>	Return to the Employer Report Selection page.

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**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.*

**NOTA**

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

**IMPORTANT:**  
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](http://www.socialsecurity.gov)

Page 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

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, general program information is available from our website at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).

**Mattie 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 019-00-9901 020-00-9901  
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).

**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](#)

### All Errors for Report

**Error Information for EIN: 00-9999999, Tax Year: 2003**

Select the results displayed in the *Report Status* column for an explanation of status codes.  
Select *Details* to view detailed information for a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Status	Error Description	Importance	
COMPLETE	Invalid Names and/or SSNs	INFORMATIONAL	<a href="#">Details</a>

**Options**

[Employer Report Detailed Information](#)      [Return to the Employer Report Detailed Information Page.](#)

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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**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**».



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](#)

Detailed Information for Error  
*Invalid Names and/or SSNs in*  
 Report Number 000000001

Error Information for EIN: 00-9999999, Tax Year: 2003

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<b>Employer Name:</b> NO-NAME COMPANY	<b>Tax Year:</b> 2003
<b>Employer EIN:</b> 00-9999999	<b>Establishment Number:</b> K051
<b>Employer Employment Type:</b> Regular	<b>Reported W-2 Count:</b> 0000011
<b>Tax Jurisdiction:</b> Domestic Form W-2	<b>Processed W-2 Count:</b> 11

**Importance: INFORMATIONAL**

**Error Description:** Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
0	0	11	11

*Note: The Name columns will be blank for reports submitted using the Technical Information Bulletin (TIB) format standard. The Social Security Administration no longer accepts TIB submissions.*

**TIP:** Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	001009901	SARAH	MILLICENT	THROCKMORTON
2	002009901	GEORGE	J	FILLMORE
3	003009901	ESPERANSA	L	REYES
4	004009901	BILLY		SWINSON
5	005009901	JACO	F	PASTORIOUS
6	006009901	DARWIN	HOWARD	JACKSON
7	007009901	LESLIE	Q	LEFEVRE
8	008009901	BRUCE	S	WARMOTH
9	009009901	DONALD	JULES	DEBARTOLO
10	010900901	RATHBONE	Z	THROCKMORTON
11	011009901	NESTOR	JULIO	DEGARCIA

Options	
<input type="button" value="All Errors for Report"/>	View All Errors for this Report.
<input type="button" value="Employer Report Detailed Information"/>	Return to the Employer Report Detailed Information Page.

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

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**PASO 16:** Para regresar a la página titulada, «a.C. Error Foz Reporta» después de revisar la información de errores, pulse en el botón que lee, «**a.C. Error Foz Reporta**».