



Social Security

Social Security's Electronic Wage Reporting (Forms W-2)

www.socialsecurity.gov

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Employer website

www.socialsecurity.gov/employer

The screenshot shows the 'Employer Reporting Instructions & Information' page on Social Security Online. The page has a red header with the title and navigation links: Home, Questions?, How to Contact Us, and Search. The main content area is divided into three columns. The left column is titled 'Employer Information Website Index' and lists various links such as 'Main Employer Reporting Page', 'General W-2 Filing Information', 'How To File', 'Where To File', 'Wage Reporting Software', 'Vendor List', 'Forms & Publications', 'Social Security Number Verification', and 'Developer Specifications'. The middle column is titled 'Form W-2 Filing Methods' and includes a sub-section for 'Electronic Filing' with links for 'How To File', 'E-Filing Handbook', 'Business Services Online', 'File W-2s, Register and More', 'E-Filing and Magnetic Media File Format', 'Filers with Connect:Direct', 'How to File W-2C', 'Form W-2c/W-3c Instructions', 'Business Services Online Tutorial', 'E-Filing and Magnetic Media File Format for W-2C', and 'File Edit Tips for W-2 Reports'. The right column is titled 'In The News' and lists recent updates like '2004 Wage Base Announced', 'PKI Pilot Discontinued', 'Specifications for FY 2003 Magnetic Media Reporting and Electronic Filing of W-2 Information', 'Hiring Foreign Workers', 'Nat'l Payroll Conference Postponed', '2003 Wage Base', 'File Edit Tips for W-2 Reports', and 'Test W-2 Report for Errors'.

Social Security's employer website is your first stop for information on W-2s, electronic filing, verification of Social Security numbers, free software, technical specifications and much more.

Business Services Online (BSO) welcome page

www.socialsecurity.gov/bsowelcome.htm

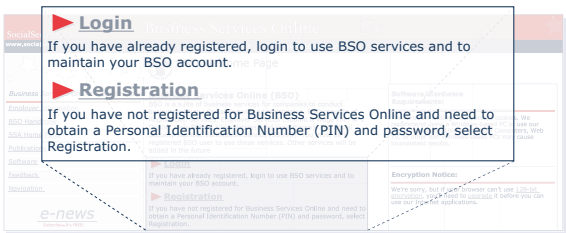
The screenshot shows the 'Business Services Online (BSO) Welcome Page' on Social Security Online. The page has a red header with the title and navigation links: Home, Questions?, How to Contact Us, and Search. The main content area is divided into three columns. The left column is titled 'Business Services Online Website Index' and lists links for 'Employer Information', 'BSO Handbook', 'SSA Home Page', 'Publications', 'Software', 'Feedback', and 'Navigation'. The middle column is titled 'Business Services Online (BSO)' and contains the following text: 'BSO is a suite of business services for companies to conduct business with the Social Security Administration. BSO consists of Registration Services, Employer Services (Submit a Wage File, W-2 Online, View Status, View Notices, and View Errors), and Social Security Number Verification Service (SSNVS). You must be a registered BSO user to use these services. Other services will be added in the future.' Below this text are two buttons: 'Login' and 'Registration'. The 'Registration' button is highlighted. Below the buttons is the text: 'If you have not registered for Business Services Online and need to obtain a Personal Identification Number (PIN) and password, select Registration.' The right column is titled 'Software/Hardware Requirements' and contains the text: 'Your browser settings must accept cookies. We recommend using a Windows-based PC to use our Internet services. Using Macintosh Computers, Web TV, or other non Windows-based PCs may cause inconsistent results.' Below this is an 'Encryption Notice' section with the text: 'We're sorry, but if your browser can't use 128-bit encryption, you need to upgrade it before you can use our Internet applications.'

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Companies can use BSO to register for a PIN and password and submit wage reports over the Internet.

Registration

www.socialsecurity.gov/bsowelcome.htm



A PIN and password are needed to file W-2s electronically. From the Registration link, you can also update registration information, change a password or deactivate a PIN.

A PIN is a personal ID, **not** a company ID. Each person who files W-2 reports electronically must have a PIN.

Wage reporting services

Social Security's BSO system is for registered users only. Employers may use the service to:

- Upload a wage report file formatted according to Social Security's Magnetic Media Reporting and Electronic Filing specifications. This option is ideal for any size filer;
- Complete up to 20 W-2s at one time right on your computer, electronically submit them to Social Security and print copies suitable for distribution to your employees;
- View the current status of your previously submitted wage report; and
- Tell us that you have received a resubmission notice.



www.socialsecurity.gov

Vendor list

www.socialsecurity.gov/employer/vendor.htm

Visit the Internet site above to see a list of companies that provide electronic W-2 reporting products and/or services. This page also contains instructions for adding your company to the list for free.

Online tutorial

www.socialsecurity.gov/employer/bsotut.htm

Employers or submitters should visit the Internet site above if they would like to explore services available via BSO before registering.

Employer reporting service center

Toll-Free: 1-800-772-6270

Call the above number for help with wage reporting procedures, information about a particular data submission or to register by phone.

BSO technical assistance

Toll-Free: 1-888-772-2970

E-mail: eso.support@ssa.gov

Call the above number with questions about using BSO.

(over)

Third parties

If you are a tax preparer, accountant, payroll agent or you process W-2s on another company's Employer Identification Number (EIN), you can file on behalf of your clients. You should show your PIN in the MMREF-1, RA Record as the **submitter**. You only need one PIN (even if you represent more than one company).

Employer Services Liaison Officers

Social Security's liaison officers are experts in all aspects of W-2 reporting. Contact the Employer Services Liaison Officer serving your state for one-on-one W-2 reporting assistance.

Atlanta – AL, FL, GA, KY, MS, NC, SC, TN

www.socialsecurity.gov/atlanta/southeast/wr/index.htm

Boston – CT, ME, MA, NH RI, VT

www.socialsecurity.gov/boston/WageReport.htm

Chicago – IL, IN, OH, MI, MN, WI

www.socialsecurity.gov/chicago/wage.htm

Dallas – AR, TX, LA, OK, NM

www.socialsecurity.gov/dallas/dalwr.htm

Denver – CO, MT, ND, SD, UT WY
www.socialsecurity.gov/denver/wage.htm

Kansas City – IA, KS, MO, NE
www.socialsecurity.gov/kc/kc_wage.htm

New York – NJ, NY, PR, VI
www.socialsecurity.gov/ny/services-employer.htm

Philadelphia – DE, DC, MD, PA, VA, WV
www.socialsecurity.gov/phila/wage.htm

San Francisco – AZ, CA, GU, HI, NV, AS, NMI
www.socialsecurity.gov/sf/w2/index.html

Seattle – AK, ID, OR, WA
www.socialsecurity.gov/seattle/employer.htm

For general contact information, visit
www.socialsecurity.gov/employer/empcontacts.htm.

Employers can verify Social Security numbers online

www.socialsecurity.gov/employer/ssnv.htm

The Social Security Number Verification Service (SSNVS) matches your record of employee names and Social Security numbers with Social Security's records before you prepare and submit W-2s. Making sure names

and Social Security numbers entered on the W-2s match our records is important because unmatched records can result in additional processing costs for you and uncredited earnings for your employees. Uncredited earnings can affect future eligibility for (and amounts paid under) the Social Security retirement, disability and survivors program.

For detailed instructions on registering and/or using SSNVS, get a copy of the SSNVS handbook at www.socialsecurity.gov/employer/ssnv.htm.

Contacting Social Security

For more information and to find copies of our publications, visit our website at www.socialsecurity.gov or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We provide information by automated phone service 24 hours a day.

We treat all calls confidentially. We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.



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