U.S. Small Business Administration
Interview with Chuck Liptz

Ron Johnson: If you own a small business, filing W-2s for your employees is required. The Social Security Administration has made this process a whole lot easier.

Hi, I'm Ron Johnson with SBA's Your Small Business Resource. And with us today is Chuck Liptz, director for Employer Wage Reporting and Relations for the Social Security Administration. How are you, Chuck, good to have you with us.

Chuck Liptz: I feel great, glad to talk to you.

Ron Johnson: I understand there is a way to file W-2s online. How does this work?

Chuck Liptz: Actually, there are two different ways to do it. If you have a software package that puts your W-2s in the format that Social Security can read, then you can go to our website www.ssa.gov/employer and use what is known as Business Services Online and you can upload your W-2 files straight to us for free.

The other way is a free product that we have called W-2 Online. It is the same website at www.ssa.gov/employer. And what you can do is the W-2 Online actually looks like a W-2 form, then you would be able to key the information in just as you would type it in on a W-2 or handwrite it but you do it right on our website. You can also generate the piece of

paper, W-2s, to give to your employees but you would not need to send those papers to Social Security. You can just press a button and send it to us electronically. It is all free.

Ron Johnson: Chuck, where would a small business owner go to find a complete set of information on W-2 Online?

Chuck Liptz: Yes, we have set up a website specifically for employers so you can find that type of information, again, www.ssa.gov/employer. There are tutorials on there, there are documents to read, there are also links to the information that you might need from the IRS right from one website.

Ron Johnson: Chuck, does a small business owner have to register to use W-2 Online?

Chuck Liptz: Yes, you do. As for our business services online, you do go through a registration process. It is fairly simple. We ask you your name, your social security number, your date of birth, your employer identification number and some contact information such as your address, your phone number and your email address. We verify the information against our own databases. We do not go against any other type of information to authenticate you.

Ron Johnson: With security being one of the top priorities for small business owners, can a small business person verify their employees' social security number?

Chuck Liptz: Yes. We do recommend that employers verify the names and social security numbers of their employees so that the W-2s that they send to us that the information would be correct on there. And we offer a service called the Social Security Number Verification Service. Again, you have to register and there is an authentication process that you have to go through before we would allow you to do that. You can only do it for employees that you have already hired. It is not for pre-screening. But ones you have hired as an employee you can go to our website and basically type in their name and social security number and within seconds we will give you a response, whether it matches our records or not. And again, it is free.

Ron Johnson: Well, Chuck, it has been a pleasure having you on the program and sharing with our audience some very important information about W-2s.

Chuck Liptz: You are quite welcome.

Ron Johnson: Our thanks to Chuck Liptz, director for Employer Wage Reporting and Relations for the Social Security Administration for his insight into filing W-2s online. You can learn more about all of our resources at www.sba.gov. Until next time, this is Ron Johnson with SBA's Your Small Business Resource.

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