



**Guía de Servicios en línea para negocios (BSO, sus siglas en inglés) para el año tributable 2007**

# Servicio W-2 Online

Contiene las siguientes lecciones:

- [Cómo crear un formulario W-2 Online](#)
- [Cómo reanudar los formularios W-2 que aún no ha presentado](#)
- [Cómo descargar los formularios W-2 ya presentados](#)

## Lección 1: Cómo crear un formulario W-2 Online

Siga las siguientes instrucciones para crear hasta 20 formularios W-2 Online.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):  
[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

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

**General Login Attestation** [HELP](#)

[BSO Welcome](#) > [General Login Attestation](#)

**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.

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

I certify that:

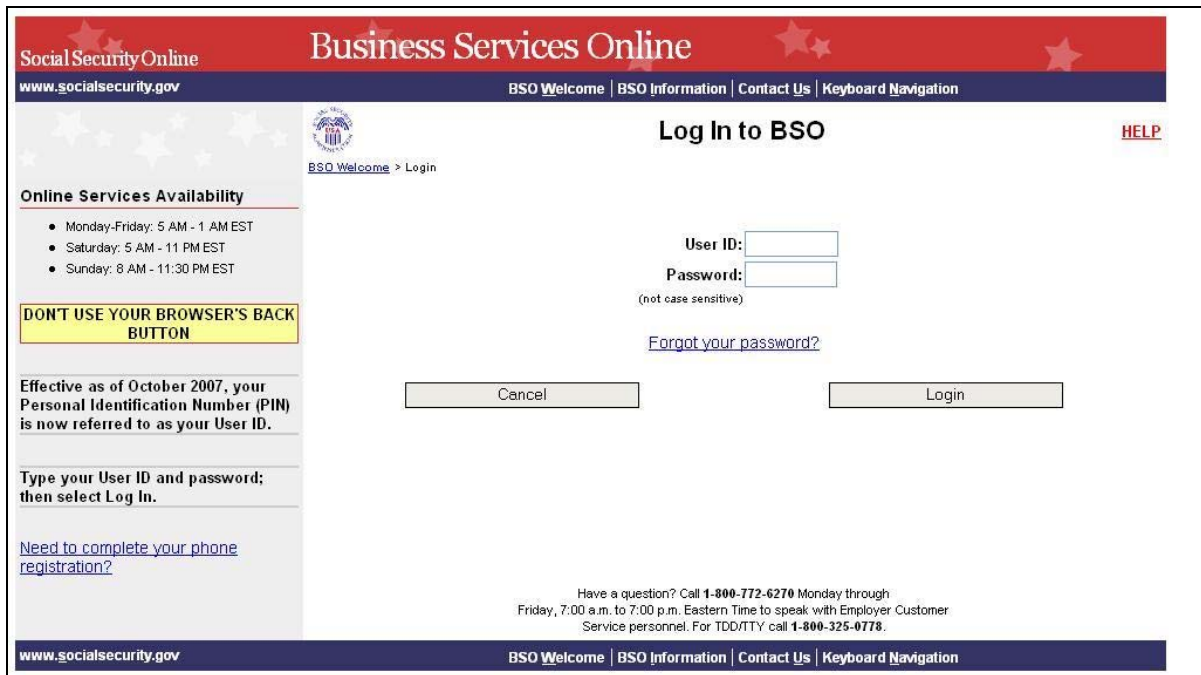
- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully 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 selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.*

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 | Contact Us | Keyboard Navigation

**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).



**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login**. El sistema mostrará la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

**Paso 6:** Seleccione el enlace de **Report Wages to Social Security** (en español, Informar salarios al Seguro Social).

### [Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

El sistema mostrará la página menú de Report Wages to Social Security.

Social Security Online **Business Services Online**

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

**Report Wages to Social Security** [LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > Report Wages to Social Security

**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**

**Resubmission Notice Processing**  
Acknowledge resubmission notices and request resubmission extensions

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

[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 7:** Seleccione el botón de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** (en español, Presentar o Presentar de nuevo datos de salario, W-2 Online, y W-2c Online y Ver estado de datos presentados).

El sistema mostrará la pagina menú de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**.

Social Security Online
Business Services Online

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



## Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

**Online Services Availability**

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

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

### Submit a W-2 Wage File

Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.)

### View File / Wage Report Status with Name / SSN Errors

View report status, errors, and notice information with Name / SSN errors for previously submitted W-2s.

### Create Form W-2 Online

**[Enter Form W-2](#)**  
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

**[Resume Unsubmitted W-2s](#)**  
Continue processing your unsubmitted W-2s.

**[Download Submitted W-2s](#)**  
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

### Create Forms W-2c Online

**[Enter Forms W-2c](#)**  
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.

**[Resume Unsubmitted W-2c](#)**  
Continue processing your unsubmitted W-2cs.

**[Download Submitted W-2c](#)**  
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

BSO Main Menu

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

**Paso 8:** Seleccione el enlace de **Enter Form W-2** (en español, Entrar los formularios W-2).

▶ **Enter Forms W-2 for Tax Year 2006**

Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Fifty (50) reports can be entered at one time.

El sistema mostrará la página, Wage Reporting Attestation (en español, Atestación para informar salarios).

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

**Wage Reporting Attestation**

**User Certification for Wage Reporting via 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 either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

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By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

**Paso 9:** Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, Wage Reporting Attestation. El sistema mostrará la página, W-2 Online Information for Tax Year 2007 (en español, Información para el año tributable 2007, del servicio W-2 Online) si no tiene informes que fueron guardados pero no presentados.

**NOTA:** *Si usted tiene algún informe que aún no ha presentado, el sistema mostrará la página, W-2 Online Unsubmitted Reports for Tax Year 2007 (en español, Informes aún no presentados para el año tributable 2007, del servicio W-2 Online). Para el año tributable 2007, usted puede tener hasta un máximo de 50 informes que no ha presentado. Para empezar un informe nuevo, primero tiene que presentar un informe que ya existe. Si hay 49 informes o menos, usted puede continuar sin presentar los informes existentes al seleccionar el botón de **Start a New Report** (en español, Comenzar un nuevo informe). Para informarse mejor, refiérase a la [Lección 2: Cómo reanudar los formularios W-2 aún no presentados](#).*





## Social Security Online Business Services Online

[W-2 Online Help](#)

### W-2 Online Information for Tax Year 2007

W-2 Online lets you create, print, and submit up to 20 Forms W-2 to the Social Security Administration. You may not use W-2 Online if any of the restrictions below apply to you.

Note: W-2 Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 14 through 20 on the Form W-2 will not be shown on the Form W-3. However, this data will be displayed on individual W-2s when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3 and Forms W-2. Follow [this link](#) to go to Adobe's free download page.

#### BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

#### The following RESTRICTIONS apply to all W-2 Reports:

- Agent Indicator Codes may not be filed using Forms W-2.
- Self-employed income recipients who are not paid wages by a church or religious organization should not file Forms W-2.

*Note: Self-employment income and applicable taxes must be reported on the Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service at [www.irs.gov](http://www.irs.gov) or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.*

#### The following RESTRICTIONS apply only to W-2 Online:

- Do NOT use W-2 Online if you are attempting to file Forms W-2c.
- Do NOT use W-2 Online if you are filing for a tax year other than 2007.
- Do NOT use W-2 Online if you are filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Do NOT use W-2 Online if you are filing using military Employment type or using a Military B list Employer Identification Number (EIN).
- If you are filing using a Military A list EIN, you may only use an Employment type of Regular (941) or Medicare Qualified Government Employment (MQGE), and the establishment number must be left blank.
- Do not use W-2 Online if you are submitting "Third-party sick pay recap Forms W-2 and W-3" described in part 6 of Internal Revenue Service publication 15-A at [www.irs.gov/pub/irs-pdf/p15a.pdf](http://www.irs.gov/pub/irs-pdf/p15a.pdf). A recap form is a special W-2 that does not contain an employee name or Social Security Number. Submit those on a paper form W-2 with a W-3.
- You may enter up to 20 Forms W-2 per Form W-3 using this system.

**REGISTRATION INFORMATION**

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **NO-NAME COMPANY**  
 Your Company's EIN: **00-9999999**  
 Your Name: **JANE DOE**  
 Your Address: **1 NO-NAME STREET  
 GLEN BURNIE, MD 21061**  
 Your Phone: **4105558976**  
 Your Extension (optional): **<Not Specified>**  
 Your Fax (optional): **<Not Specified>**  
 Your E-Mail Address (optional): **JDOE@XXX.COM**

If the above registration information is no longer accurate, please follow [this link](#) to log out and update it.

If you need assistance with the information requested on either the Form W-2 or Form W-3, please visit the Internal Revenue Service web site at [www.irs.gov](http://www.irs.gov) or call 1-800-829-4933. For TDD/TYY call 1-800-829-4059.

**FOR WHOM ARE YOU FILING?**

Please choose one of the following options:

- I am filing Forms W-2 for my company's employees.
- I am filing Forms W-2 for another company's employees.

Options	
<input type="button" value="Continue"/>	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
<input type="button" value="Cancel"/>	Abandon your changes and return to the BSO Main Menu.


**Privacy Act and Paperwork Reduction Act Notice.**  
 We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.  
 You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.  
 The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: **Form W-2** -- 30 minutes, and **Form W-3** -- 29 minutes.

**Paso 10:** Seleccione la respuesta apropiada en la sección de **FOR WHOM ARE YOU FILING?** (en español, ¿PARA QUIÉN ESTÁ PRESENTANDO EL INFORME?) después de revisar la información de inscripción.

**NOTA:** *Los botones de FOR WHOM ARE YOU FILING? no están disponibles para las personas que trabajan por cuenta propia.*



**Paso 11:** Seleccione el botón de **Continue** (en español, Continuar) después de revisar el aviso de la Ley de Confidencialidad y la Ley de Reducción de Documentos de Trabajo. El sistema mostrará la página, W-2 Online Employer Data for Tax Year 2007 (en español, Información de los empleadores para el año tributable 2007, del servicio W-2 Online). (De lo contrario, seleccione el botón de **Cancel** para terminar la sesión y regresar a la página principal de BSO).



**W-2 Online Help**

## W-2 Online Employer Data for Tax Year 2007

**Please fill in your information below:**

Fields marked with an asterisk ( \* ) MUST be completed.

**Employer's Information**

Employer Identification Number (EIN) \* :

Employer's Name \* :

Employer's Address

Address Line 1 :

Address Line 2 :

City \* :

**Please enter a U.S. Domestic Address OR a Foreign Address**

Country \* :

State Abbreviation (for u.s.) / Province \* :

Zip / Postal Code \* :  Zip Ext. (u.s. Only)

Other EIN used this year :

Please identify Kind of Payer \* :

941 (Regular)   
  943 (Agriculture)   
  944 (Certain small employers)

CT-1 (Railroad)   
  Hshld. emp.   
  Medicare govt. emp. (For Government EINs ONLY)

(Note: Military payers cannot file using this service)

**Warning! Be sure to select the appropriate *Kind of Payer*. You will not be given an opportunity to change your selection later.**

Third-party sick pay

Establishment Number:

W3 Control Number:

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**Contact Person**

Name \* :

E-mail Address:

Telephone Number:  Ext:

Fax Number:

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**Options**

<input type="button" value="Continue"/>	Save your entries and begin creating W-2s.
<input type="button" value="Cancel"/>	Abandon your entries and return to the BSO Main Menu.

**Paso 12:** Entre su información de empleador.

**NOTA:** *Todos los campos marcados con un asterisco tienen que ser completados. Si usted seleccionó el botón de “I am filing Forms W-2 for my company’s employees” (en español, Estoy presentando formularios W-2 para los empleados de mi compañía), la información de la compañía es propagada de los registros de la Administración del Seguro Social, pero usted la puede cambiar si lo desea.*

**Paso 13:** Seleccione el botón de **Continue**. El sistema mostrará la página, W-2 Online Form W-2 for Tax Year 2007 (en español, Formulario W-2 para el año tributable 2007, del servicio W-2 Online). (De otra manera, seleccione el botón de **Cancel** para salir y regresar a la página, BSO Main Menu).



Social Security Online  
Business Services Online

W-2 Online Help

W-2 Status:  
You are currently working on W-2 number 1.

W-2 Online  
Form W-2 for Tax Year 2007

Fields marked with an asterisk ( \* ) MUST be completed.

a Control Number <input type="text"/>		For Official Use Only OMB No. 1545-0008			
b Employer Identification Number <b>00-9999999</b>		1 Wages, tips, other compensation \$ <input type="text"/>		2 Federal Income Tax withheld \$ <input type="text"/>	
c Employer's Name, Address, and ZIP code <b>NO-NAME COMPANY 1 NO NAME STREET OAKLAND, CA 94612-5103</b>		3 Social security wages \$ <input type="text"/>		4 Social security tax withheld \$ <input type="text"/>	
		5 Medicare wages and tips \$ <input type="text"/>		6 Medicare tax withheld \$ <input type="text"/>	
		7 Social security tips \$ <input type="text"/>		8 Allocated tips \$ <input type="text"/>	
d Employee's Social Security Number * <input type="text"/>		9 Advance EIC payment \$ <input type="text"/>		10 Dependant care benefits \$ <input type="text"/>	
e Employee's First Name, Middle Initial, Last Name and Suffix First: * <input type="text"/> Middle: <input type="text"/> Last: * <input type="text"/> Suffix: <input type="text"/>		11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/>		12a Code: <input type="text"/>	
		Not Section 457 distributions or contributions \$ <input type="text"/>		\$ <input type="text"/>	
		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick-pay <input type="checkbox"/>		12b Code: <input type="text"/>	
f Employee's Address Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: * <input type="text"/> U.S. Address OR a Foreign Address Country: * <input type="text" value="United States"/> State / Province: * <input type="text"/> Zip / Postal <input type="text"/> Zip Ext (U.S. Only): <input type="text"/> Code: * <input type="text"/>		14 Other Description <input type="text"/> Amount \$ <input type="text"/>		12c Code: <input type="text"/>	
		Description <input type="text"/> Amount \$ <input type="text"/>		12d Code: <input type="text"/>	
		15 Employers State ID number <input type="text"/>		16 State wages, tips, etc. \$ <input type="text"/>	
18 Local wages, tips, etc. \$ <input type="text"/>		19 Local income tax \$ <input type="text"/>		20 Locality name <input type="text"/>	

<b>f Employee's Address</b> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: * <input type="text"/> U.S. Address OR a Foreign Address Country: * <input type="text" value="United States"/> <input type="button" value="v"/> State / Province: <input type="text"/> Zip / Postal <input type="text"/> Zip Ext (U.S. Only): <input type="text"/> Code: * <input type="text"/>		<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party side-pay <input type="checkbox"/> 12b Code: <input type="button" value="v"/> \$ <input type="text"/> <input type="text"/>			
		<b>14 Other</b> Description <input type="text"/> Amount \$ <input type="text"/> <input type="text"/> 12c Code: <input type="button" value="v"/> \$ <input type="text"/> <input type="text"/>			
		Description <input type="text"/> Amount \$ <input type="text"/> <input type="text"/> 12d Code: <input type="button" value="v"/> \$ <input type="text"/> <input type="text"/>			
<b>15</b> Employer's State ID number <input type="text"/> <input type="text"/>	<b>16</b> State wages, tips, etc. \$ <input type="text"/> <input type="text"/> \$ <input type="text"/> <input type="text"/>	<b>17</b> State income tax \$ <input type="text"/> <input type="text"/> \$ <input type="text"/> <input type="text"/>	<b>18</b> Local wages, tips, etc. \$ <input type="text"/> <input type="text"/> \$ <input type="text"/> <input type="text"/>	<b>19</b> Local income tax \$ <input type="text"/> <input type="text"/> \$ <input type="text"/> <input type="text"/>	<b>20</b> Locality name <input type="text"/> <input type="text"/>

Options	
<input type="button" value="New W-2"/>	Keep this W-2 and create another W-2.
<input type="button" value="Done"/>	Keep this W-2 and review a list of W-2s you have entered.
<input type="button" value="Cancel"/>	Abandon this W-2 and review a list of W-2s you have entered.



**Paso 14:** Entre la información del formulario W-2 en los encasillados correspondientes.

**Paso 15:** Seleccione **New W-2** (en español, W-2 nuevo) para guardar esta información y poder crear otro formulario W-2. Seleccione el botón de **Done** (en español, Terminado) para guardar la información de este W-2 y proceder a la página, W-2 Online Data Review for Tax Year 2007 (en español, Reviso de información para el año tributable 2007, del servicio W-2 Online). Seleccione el botón de **Cancel** para borrar las entradas hechas en este formulario W-2 y proceder a la página, W-2 Online Data Review for Tax Year 2007.

**NOTA:** *Usted puede entrar un máximo de 20 formularios W-2. Cuando entre su vigésimo formulario, el sistema ya no mostrará el botón de **New W-2**.*

**Paso 16:** Después que seleccione **New W-2** o **Done**, es posible que reciba una alerta. Si es así, tendrá que revisar su información y hacer cualquier corrección o seleccionar la respuesta Override (en español, Sobrepasar) para cada alerta. Luego, seleccione **Done** o **New W-2** para proceder a la página, W-2 Online Data Review for Tax Year 2007.

**W-2 Online  
Data Review for Tax Year 2007**

**This wage report is being prepared for:**

**EIN: 00-9999999**

NO-NAME COMPANY  
1 NO-NAME ST  
OAKLAND, CA 94612-5103

#	SSN	Name	Options
1.	999-00-9999	FREDERICK ASTAIRE	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>


**Options**

<input type="button" value="New W-2"/>	Create another W-2.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3"/>	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2 Online without submitting your annual wage report to SSA. Your employer information and Forms W-2 will be saved until 12/29/2007 OR 12/11/2008, whichever comes first. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	<b>Exit W-2 Online without saving any data entered.</b> This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.

**Paso 17:** Seleccione el botón de **View/Edit** (en español, Ver y Editar) al lado del informe correspondiente para ver o editar la información del formulario W-2. Si quiere borrar la información del formulario W-2, seleccione el botón de **Delete** (en español, Borrar) al lado del informe correspondiente.

**Paso 18:** Seleccione una de las siguientes opciones: **New W-2** (en español, W-2 nuevo), **Edit Employer Info** (en español, Editar información de empleador), **Go to W-3** (en español, Ir al W-3), **Save & Quit** (en español, Guardar y Terminar), o **Quit and Delete** (en español, Terminar y Borrar).

**Paso 19:** Seleccione el botón de **Go to W-3** para presentar su información de salarios. El sistema mostrará la página, W-2 Online Form W-3 for Tax Year 2007 (en español, Formulario W-3 para el año tributable 2007, del servicio W-2 Online).



**W-2 Online**  
**Form W-3 for Tax Year 2007**

<b>a</b> Control Number		For Official Use Only OMB No. 1545-0008	
<b>b</b> Kind of payer  941 - Regular	<b>1</b> Wages, tips, other compensation	\$10,000.00	<b>2</b> Federal Income Tax withheld
	<b>3</b> Social security wages	\$0.00	<b>4</b> Social security tax withheld
<b>5</b> Medicare wages and tips	\$0.00	<b>6</b> Medicare tax withheld	\$0.00
<b>c</b> Total number of Forms W-2 1	<b>d</b> Establishment number	<b>7</b> Social security tips	\$0.00
<b>e</b> Employer identification number 00-9999999	<b>8</b> Allocated tips	<b>9</b> Advance EIC payment	\$0.00
Employer's name, address, and ZIP code <b>NO-NAME COMPANY</b> 1 NO-NAME STREET OAKLAND, CA 94612-5103	<b>10</b> Dependant care benefits	<b>11</b> Nonqualified plans	\$0.00
	<b>12</b> Deferred Compensation	<b>13</b> For third-party sick pay use only	\$0.00
	<b>14</b> Income tax withheld by payer of third-party sick pay	\$ <input type="text"/> . <input type="text"/>	
	<b>15</b> State Employer's state ID number 1	<b>16</b> State wages, tips, etc.	<b>17</b> State income tax
	<b>18</b> Local wages, tips, etc.	<b>19</b> Local income tax	\$ <input type="text"/> . <input type="text"/>
Contact person DEBBIE KEMP	Telephone number 0015551234		
E-mail Address DKEMP@XXXX.COM	Fax Number		

**Options**

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

<div style="border: 1px solid black; padding: 5px; width: 100%;">Submit Wage Report</div>	<p><b>Submit this Tax Year 2007 wage report to the Social Security Administration.</b></p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2. No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 100%;">Print Wage Report</div>	<p><b>Print your unsubmitted Tax Year 2007 wage report.</b></p> <p><i>Note: Selecting this option will not submit your wage report to the Social Security Administration.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 100%;">Return to W-2 Online Data Review Page</div>	<p><b>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</b></p>

**NOTA:** *La opción **New W-2** no estará disponible si ya se han guardado 20 formularios W-2 en el informe actual. La opción **Go to W-3** no estará disponible si no existen formularios W-2 guardados para el empleador actual.*

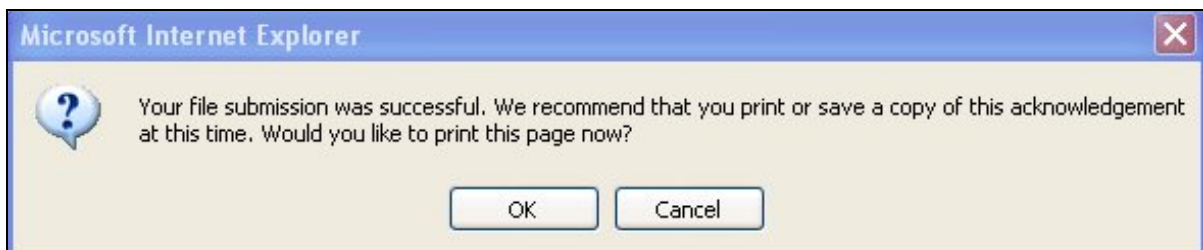
**Paso 20:** Seleccione una de las siguientes opciones:

El botón de **Submit Wage Report** (en español, Presentar informe de salarios) para presentar su información de salarios. Siga al [paso 21](#) para informarse mejor.


El botón de **Print Wage Report** (en español, Imprimir informe de salarios) para imprimir o ver con anticipación su informe de salarios antes de presentarlo al Seguro Social. Siga al [paso 25](#) para informarse mejor.

El botón de **Return to W-2 Online Data Review Page** (en español, Regresar a la página de revisión de información, del servicio W-2 Online).

**Paso 21:** Seleccione el botón de **Submit Wage Report** en la página, W-2 Online Form W-3 for Tax Year 2007. El sistema presenta su informe de salarios de los formularios W-2 y W-3 y mostrará la página, W-2 Online Receipt Acknowledgement for Tax Year 2007 (en español, Reconocimiento de recibo para el año tributable 2007, del servicio W-2 Online) junto con una ventana desplegable para imprimir. Seleccione el botón de **OK** para imprimir la página, W-2 Online Receipt Acknowledgement for Tax Year 2007.



De otra manera, seleccione el botón de **Cancel** para cerrar la ventana.

**Social Security Online**  
**Business Services Online**

**W-2 Online Help**

## W-2 Online

### Receipt Acknowledgment for Tax Year 2007

Date: 31-Aug-07 Time: 01:37 PM Eastern Time

**Your Annual Wage Report has been submitted to the Social Security Administration.  
Please do not send us paper forms.**

**This annual wage report was submitted for:**  
**Employer Name:** NO-NAME COMPANY  
**EIN:** 009999999

**Your Wage File Identifier (WFID) is KVR499.**

The WFID is a number associated to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Main Menu and looking for this WFID.

**IMPORTANT! Do the following before proceeding:**

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow this link to download it from Adobe's free download page. Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the file link (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2 and W-3 for 4 years. This file will continue to be available through **09/30/2007** by selecting *Download Submitted W-2s* from the BSO Main Menu. After this date, it will be discarded.

**[KVR499.pdf](#)**

**For Employer records only!** Do not send this form to the Social Security Administration.

The information contained on this form was submitted to the Social Security Administration on **31-Aug-07**

The Wage File ID (WFID) assigned to this submission is **KVR499**.

**Paso 22:** Oprima el botón derecho de su ratón para guardar el archivo de salarios.



**Paso 23:** Seleccione la opción de **Save Target As** (en español, Guardar el objetivo como) del menú de su navegador para guardar el archivo. (De otra manera, seleccione el botón de **Continue**).

**NOTA:** *Su archivo de salarios estará disponible para que usted lo pueda revisar bajo su cuenta de BSO hasta la fecha reflejada en su Reconocimiento de recibo.*

**Paso 24:** Seleccione el botón de **Continue**. El sistema mostrará la página, W-2 Online Thank You (en español, Muchas gracias, del servicio W-2 Online).



 Social Security Online  
Business Services Online

W-2 Online Help

## W-2 Online Thank You

Thank you for using W-2 Online.


**If you have not saved your file**, right-click on the filename below (or tab to it and press Shift + F10) and select *Save As* to save your Form W-3 and Form W-2 information on your computer.


[KVR499.pdf](#)

This file will continue to be available through **09/30/2007** by selecting 'Download Submitted W-2s' from the BSO Main Menu.

After you have saved your file, follow [this link](#) to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3 and Forms W-2.

**Paso 25:** Seleccione el botón de **Print Wage Report** en la página, W-2 Online Form W-3 for Tax Year 2007 para imprimir el informe de salarios. El sistema mostrará la página, W-2 Online Report Print (en español, Imprimir el informe, del servicio W-2 Online).


**Social Security Online**  
**Business Services Online**

 W-2 Online Help

## W-2 Online Report Print

**Your annual wage report has NOT been submitted to the Social Security Administration.**

You can view, print, or save your Form W-3 and Forms W-2 using Adobe Acrobat Reader (version 5.0 is recommended).  
 If the above software is already installed on your computer, select the *Print Preview* link below to open it with Acrobat Reader.

[Print Preview](#)

Assistive Technology / Keyboard Users - Select this link to review Forms W-2 in HTML Format

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3 and Form W-2 information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, follow this link to download Acrobat Reader from Adobe's free download page.

Options	
<p><b>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Wage Report button below, I affirm that the above statement is true and wish to submit my annual wage report to the Social Security Administration now.</b></p>	
<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;">Submit Wage Report</div>	<p><b>Submit this Tax Year 2007 wage report to the Social Security Administration.</b></p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;">Return to W-3</div>	<p><b>View your Form W-3 totals.</b></p> <p>From here you can submit your annual wage report, print your wage report, or return to the W-2 Online Data Review page.</p>
<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;">Return to W-2 Online Data Review Page</div>	<p><b>Return to the W-2 Online Data Review page to review and/or edit your wage report.</b></p>
<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;">Save &amp; Quit</div>	<p><b>Exit W-2 Online without submitting your annual wage report to SSA.</b></p> <p>Your employer information and Forms W-2 will be saved until 12/29/2007 OR 12/11/2008, whichever comes first.</p> <p><i>Note: This is not an extension of the filing deadline.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;">Quit and Delete</div>	<p><b>Exit W-2 Online without saving any data entered.</b> This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.</p>

**NOTA:** *Si usted no tiene Adobe Acrobat Reader en su computadora, puede descargarlo al seleccionar el enlace de **“follow this link”** (en español, siga este enlace) cerca del medio de la página.*

**Paso 26:** Seleccione el enlace de **Print Preview** (en español, Ver impresión con anticipación). El sistema mostrará los formularios W-2.

**Paso 27:** Seleccione **File>Print** (en español, Archivo>Imprimir) de la barra del menú o seleccione el icono de Imprimir de la barra de herramientas.

**Paso 28:** Seleccione **File>Close** (en español, Archivo>Cerrar) de la barra del menú después de imprimir para cerrar la ventana. El sistema lo regresará a la página, W-2 Online Report Print.

**Paso 29:** Seleccione una de las siguientes opciones en la página, W-2 Online Report Print.

El botón de **Submit Wage Report** (en español, Presentar informe de salarios) para enviar la información de los formularios W-2 y W-3 a la Administración del Seguro Social.

El botón de **Return to W-3** (en español, Regresar a W-3) para regresar a la página, W-2 Online Form W-3 for Tax Year 2007 (en español, Formulario W-3 para el año tributable 2007, del servicio W-2 Online).

El botón de **Return to W-2 Online Data Review** (en español, Regresar a la revisión de información, del servicio W-2 Online) para regresar a la página, W-2 Online Data Review for Tax Year 2007 (en español, Revisión de información para el año tributable 2007, del servicio W-2 Online).

El botón de **Save & Quit** (en español, Guardar y Salir) para guardar la información de los formularios W-2 y W-3 que ya ha entrado. El sistema mostrará la página, Are you sure you want to save and Exit W-2 Online without submitting your annual wage report to SSA? (en español, ¿Está seguro que quiere guardar y salir del servicio W-2 Online sin presentar su informe anual al Seguro Social?). Seleccione el botón de **Yes** (en español, Sí) para guardar y salir, y regresar a la página principal de BSO. Seleccione el botón de **No** para regresar a la página, W-2 Online Data Review for Tax Year 2007.

El botón de **Quit & Delete** (en español, Salir y Borrar) para salir de W-2 Online sin guardar ninguna información. Usted tendrá la oportunidad de aceptar si usted quiere salir y borrar la información de salarios en la página, WARNING: This will DELETE your entire annual wage report (en español, AVISO: Esto borrará su informe anual de salarios completo). Seleccione el botón de **Yes** para borrar todo el

informe de salarios. Seleccione el botón de **No** para regresar a la página, W-2 Online Data Review for Tax Year 2007.

## Lección 2: Cómo reanudar los formularios W-2 que aún no ha presentado

Siga las siguientes instrucciones para continuar trabajando con los informes del servicio W-2 Online que ha guardado pero aún no ha presentado. El Seguro Social borrará cualquier informe guardado que usted no presente o actualice dentro de 90 días. Todos los formularios W-2 que no son presentados serán borrados el 11 de diciembre de 2008.

**NOTA:** *Usted puede tener hasta 50 informes guardados. Cada informe puede contener hasta 20 formularios W-2. Si usted tiene algún informe aún no presentado, el sistema automáticamente mostrará una lista de los informes aún no presentado al entrar al servicio de W-2 Online.*

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):  
[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

The screenshot shows the 'General Login Attestation' page on the Social Security Business Services Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'General Login Attestation' and includes a 'HELP' link. On the left side, there is a section for 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). Below this is a yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Further down, it states 'Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' The main text of the page reads: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that:'. This is followed by a list of four bullet points: 1. 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. 2. I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services. 3. I am aware that any person who knowingly and willfully 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. 4. I am authorized to do business under this User ID. Below the list, it says 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of the main content area, there are two buttons: 'I Do NOT Accept' and 'I Accept'. At the very bottom of the page, there is a footer with the text '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.' and the same navigation bar as at the top.



**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login** para mostrar la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel**, [en español, Cancelar]).

**Paso 6:** Seleccione el enlace de **Report Wages to Social Security** (en español, Informar salarios al Seguro Social).

### [Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions


El sistema mostrará la página menú de Report Wages to Social Security.

**Paso 7:** Seleccione el botón de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** (en español, Presentar o Presentar de nuevo datos de salario, W-2 Online, y W-2c Online y Ver estado de datos presentados).

El sistema mostrará la página menú de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**.

Social Security Online
Business Services Online

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



## Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

**Online Services Availability**

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

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

### Submit a W-2 Wage File

Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.

### View File / Wage Report Status with Name / SSN Errors

View report status, errors, and notice information with Name / SSN errors for previously submitted W-2s.

### Create Form W-2 Online

**[Enter Form W-2](#)**  
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

**[Resume Unsubmitted W-2s](#)**  
Continue processing your unsubmitted W-2s.

**[Download Submitted W-2s](#)**  
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

### Create Forms W-2c Online

**[Enter Forms W-2c](#)**  
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.

**[Resume Unsubmitted W-2c](#)**  
Continue processing your unsubmitted W-2cs.

**[Download Submitted W-2c](#)**  
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

BSO Main Menu

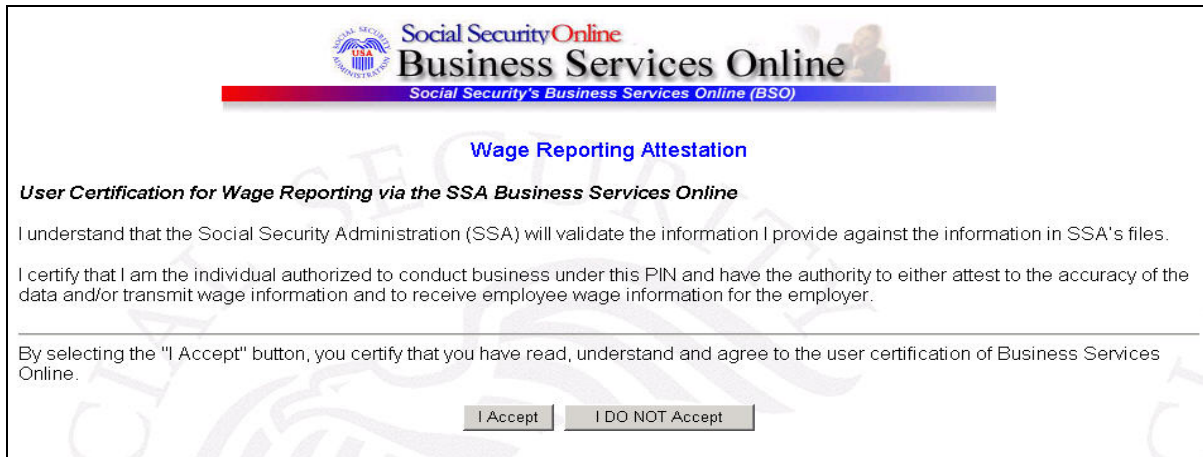
Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


**Paso 8:** Seleccione el enlace de **Resume Unsubmitted W-2s** (en español, Reanudar formularios W-2 aún no presentados).

▶ **Resume Unsubmitted W-2s**

Continue processing your unsubmitted W-2s.

El sistema mostrará la página, Wage Reporting Attestation (en español, Atestación para informar salarios).



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

**Wage Reporting Attestation**

**User Certification for Wage Reporting via 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 either attest to the accuracy of the data and/or transmit wage information and to 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 9:** Seleccione el botón de **I Accept** después de leer las condiciones en la página, Wage Reporting Attestation. El sistema mostrará la página, W-2 Online Unsubmitted Reports for Tax Year 2007 (en español, Informes aún no presentados para el año tributable 2007, del servicio W-2 Online).



**Social Security Online**  
**Business Services Online**

**W-2 Online Help**

## W-2 Online Unsubmitted Reports for Tax Year 2007

You have 8 saved reports that you have not yet submitted.  
 To resume a previous report, select the "View / Edit" button next to the report that you wish to continue editing.  
 To start a new report, select the *Start a New Report* button below.

**Note: Unsubmitted W-2 Online reports are deleted if you do not resume working with them before the purge date.**

### Unsubmitted Reports


#	Employer Name	EIN	Number of W2s	Save Date ▲	Purge Date	Options
1.	W	009199999	0	08/02/2007	11/30/2007	<a href="#">View / Edit #1</a> <a href="#">Delete #1</a>
2.	E	009299999	0	08/02/2007	11/30/2007	<a href="#">View / Edit #2</a> <a href="#">Delete #2</a>
3.	NO-NAME COMPANY	009999999	0	08/06/2007	12/04/2007	<a href="#">View / Edit #3</a> <a href="#">Delete #3</a>
4.	E	009299999	1	08/10/2007	12/08/2007	<a href="#">View / Edit #4</a> <a href="#">Delete #4</a>
5.	E	009299999	0	08/10/2007	12/08/2007	<a href="#">View / Edit #5</a> <a href="#">Delete #5</a>
6.	E	009299999	1	08/13/2007	12/11/2007	<a href="#">View / Edit #6</a> <a href="#">Delete #6</a>
7.	Q	009399999	1	08/15/2007	12/13/2007	<a href="#">View / Edit #7</a> <a href="#">Delete #7</a>
8.	E	009299999	0	08/23/2007	12/21/2007	<a href="#">View / Edit #8</a> <a href="#">Delete #8</a>
9.	NO-NAME COMPANY	009999999	1	08/31/2007	12/29/2007	<a href="#">View / Edit #9</a> <a href="#">Delete #9</a>

**Options**

<a href="#">Start a New Report</a>	Start a new W-2 Online Wage Report.
<a href="#">BSO Main Menu</a>	Return to the BSO Main Menu.

**Paso 10:** Seleccione el botón de **View/Edit** (en español, Ver y Editar) para el informe específico que quiere ver o modificar. El sistema mostrará la página, W-2 Online Data Review for Tax Year 2007 (en español, Revisión de información para el año tributable 2007, del servicio W-2 Online). (Para borrar el informe, seleccione el botón de **Delete** [en español, Borrar] para el informe específico).





**Social Security Online**  
**Business Services Online**

**W-2 Online Help**

## W-2 Online Data Review for Tax Year 2007

**This wage report is being prepared for:**

**EIN:00-9999999**

NO-NAME COMPANY  
1 NO-NAME STREET  
OAKLAND, CA 94612-5103

#	SSN	Name	Options
1.	999-00-9999	DEBORAH KERR	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>


**Options**

<b>New W-2</b>	Create another W-2.
<b>Edit Employer Info</b>	Change the employer information you entered.
<b>Go to W-3</b>	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
<b>Save and Quit</b>	Exit W-2 Online without submitting your annual wage report to SSA. Your employer information and Forms W-2 will be saved until 12/29/2007 OR 12/11/2008, whichever comes first. <i>Note: This is not an extension of the filing deadline.</i>
<b>Quit and Delete</b>	<b>Exit W-2 Online without saving any data entered.</b> This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.

**NOTA:** El botón de **New W-2** (en español, **W-2 nuevo**) (en la página, **W-2 Online Data Review for Tax Year 2007**) no será mostrado si usted tiene la cantidad máxima de formularios **W-2** aún no presentados (20) por informe.

**Paso 11:** Seleccione el botón de **Go to W-3** (en español, **Ir al W-3**). El sistema mostrará la página, **W-2 Online Form W-3 for Tax Year 2007** (en español, **Formulario W-3 para el año tributable 2007**, del servicio **W-2 Online**).





**W-2 Online**  
**Form W-3 for Tax Year 2007**

[W-2 Online Help](#)

<b>a</b> Control Number		For Official Use Only OMB No. 1545-0008	
<b>b</b> Kind of payer  941 - Regular	<b>1</b> Wages, tips, other compensation	\$10,000.00	<b>2</b> Federal Income Tax withheld
	<b>3</b> Social security wages	\$0.00	<b>4</b> Social security tax withheld
<b>c</b> Total number of Forms W2 1	<b>d</b> Establishment number	<b>5</b> Medicare wages and tips	<b>6</b> Medicare tax withheld
<b>e</b> Employer identification number 00-9999999	<b>7</b> Social security tips	\$0.00	<b>8</b> Allocated tips
Employer's name, address, and ZIP code <b>NO-NAME COMPANY</b> <b>1 NO-NAME STREET</b> <b>OAKLAND, CA 94612-5103</b>	<b>9</b> Advance EIC payment	\$0.00	<b>10</b> Dependant care benefits
	<b>11</b> Nonqualified plans	\$0.00	<b>12</b> Deferred Compensation
	<b>13</b> For third-party sick pay use only		
	<b>14</b> Income tax withheld by payer of third-party sick pay \$ <input type="text"/>		
<b>h</b> Other EIN used this year			
<b>15</b> State Employer's state ID number 1	<b>16</b> State wages, tips, etc. \$ <input type="text"/>	<b>17</b> State income tax \$ <input type="text"/>	
	<b>18</b> Local wages, tips, etc. \$ <input type="text"/>	<b>19</b> Local income tax \$ <input type="text"/>	
Contact person DEBBIE KEMP	Telephone number 0015551234		
E-mail Address DKEMP@XXXX.COM	Fax Number		

**Options**

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

<div style="border: 1px solid black; padding: 5px; width: 100%; text-align: center;">Submit Wage Report</div>	<p><b>Submit this Tax Year 2007 wage report to the Social Security Administration.</b></p> <p>Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2. No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 100%; text-align: center;">Print Wage Report</div>	<p><b>Print your unsubmitted Tax Year 2007 wage report.</b></p> <p><i>Note: Selecting this option will not submit your wage report to the Social Security Administration.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 100%; text-align: center;">Return to W-2 Online Data Review Page</div>	<p><b>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</b></p>

**Paso 12:** Seleccione una de las siguientes opciones en la página, W-2 Online Form W-3 for Tax Year 2007:

El botón de **Submit Wage Report** (en español, Presentar informe de salarios) para enviar la información de los formularios W-2 y W-3 a la Administración del Seguro Social.

El botón de **Print Wage Report** (en español, Imprimir el informe de salarios) para imprimir sus informes de salarios aún no presentados en la página, W-2 Online Report Print (en español, Imprimir informes, del servicio W-2 Online).

### Lección 3: Cómo descargar los formularios W-2 ya presentados

Siga las siguientes instrucciones para descargar un archivo Adobe que contiene formularios W-2 y W-3 para un informe del servicio W-2 Online presentado durante los últimos 30 días.

**NOTA:** *Informes de salario presentados están disponibles por 30 días o hasta el 31 de diciembre, según lo que ocurra primero.*

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios): [www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

**Paso 3:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

**Paso 4:** Entre su User ID (en español, Identificación de usuario) y contraseña.

**Paso 5:** Seleccione el botón de **Login** para mostrar la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

**Paso 6:** Seleccione el enlace de **Report Wages to Social Security** (en español, Informar salarios al Seguro Social).

**[Report Wages To Social Security](#)**

- Submit, download or process W-2s and W-2cs
- View submission status, acknowledge resubmission notices or
- Request resubmission extensions

El sistema mostrará la página, Report Wages to Social Security.

**Paso 7:** Seleccione el botón de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** (en español, Presentar o Presentar de nuevo datos de salario, W-2 Online, y W-2c Online y Ver estado de datos presentados).

El sistema mostrará la página menú de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**.

Social Security Online
Business Services Online

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

## Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

[LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

**Online Services Availability**

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

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

**Submit a W-2 Wage File**

Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.)

**View File / Wage Report Status with Name / SSN Errors**

View report status, errors, and notice information with Name / SSN errors for previously submitted W-2s.

**Create Form W-2 Online**

**Enter Form W-2**  
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.

**Resume Unsubmitted W-2s**  
Continue processing your unsubmitted W-2s.

**Download Submitted W-2s**  
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

**Create Forms W-2c Online**

**Enter Forms W-2c**  
Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Five (5) reports can be entered at one time.

**Resume Unsubmitted W-2c**  
Continue processing your unsubmitted W-2cs.

**Download Submitted W-2c**  
Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

BSO Main Menu

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



**Paso 8:** Seleccione el enlace de **Download Submitted W-2s** (en español, Descargar formularios W-2 ya presentados).

**Download Submitted W-2s**

Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

El sistema mostrará la página, Wage Reporting Attestation (en español, Atestación para informar salarios).



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

**Wage Reporting Attestation**

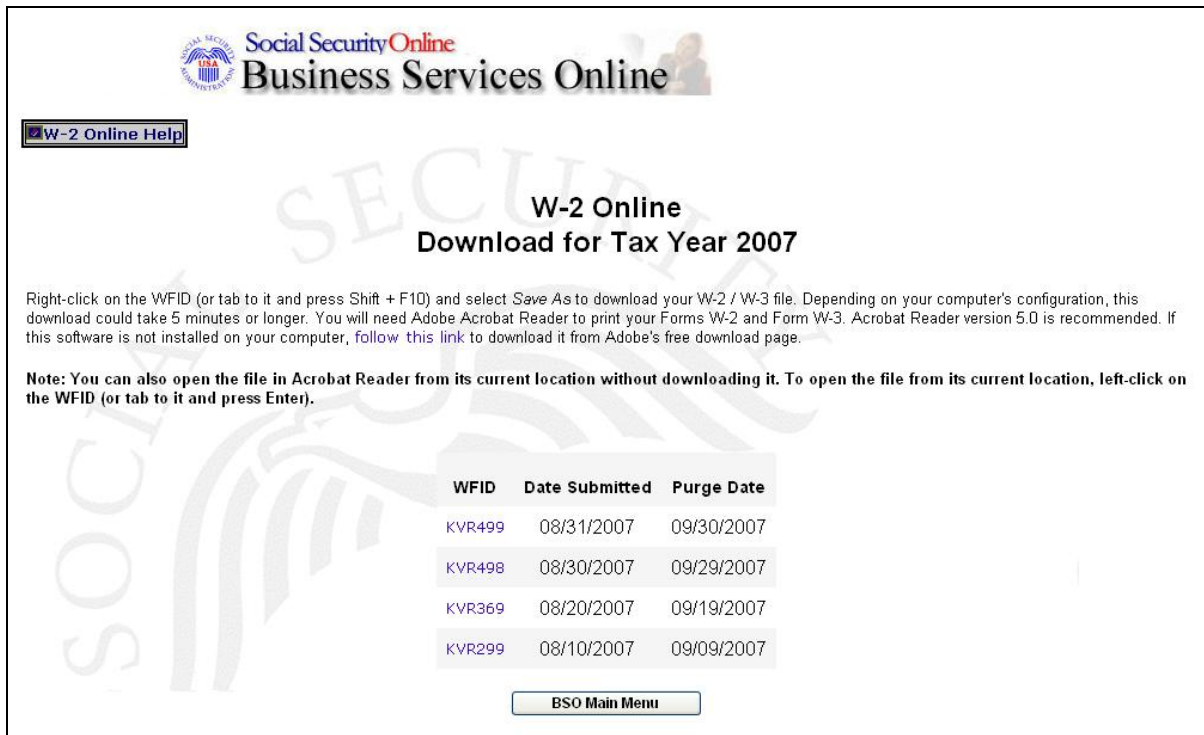
**User Certification for Wage Reporting via the SSA Business Services Online**

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 either attest to the accuracy of the data and/or transmit wage information and to 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 9:** Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, Wage Reporting Attestation. El sistema mostrará la página, W-2 Online Download for Tax Year 2007 (en español, Descargo para el año tributable 2007, del servicio W-2 Online).



**W-2 Online Help**

## W-2 Online Download for Tax Year 2007

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow [this link](#) to download it from Adobe's free download page.

**Note:** You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
<a href="#">KVR499</a>	08/31/2007	09/30/2007
<a href="#">KVR498</a>	08/30/2007	09/29/2007
<a href="#">KVR369</a>	08/20/2007	09/19/2007
<a href="#">KVR299</a>	08/10/2007	09/09/2007

**BSO Main Menu**

**Paso 10:** Oprima el botón derecho de su ratón sobre el enlace de WFID que desea descargar.

**Paso 11:** Seleccione la opción de **Save Target As** (en español, Guardar el objetivo como) del menú del navegador para descargar el archivo a su computadora. Si usted quiere ver el archivo antes de guardarlo, seleccione **Open in New Window** (en español, Abrir en una nueva ventana).

*NOTA:* Se requiere Adobe Acrobat Reader para ver el archivo de salarios que descargó. Si no tiene Adobe Acrobat Reader en su computadora, lo puede descargar llevando su navegador a <http://www.adobe.com>.

**Paso 12:** Seleccione el botón de **BSO Main Menu** (en español, Menú principal de BSO) para regresar a la página, BSO Main Menu.