

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO,
SUS SIGLAS EN INGLÉS) PARA EL AÑO TRIBUTABLE 2008
(TY08, SUS SIGLAS EN INGLÉS)

SERVICIO W-2 ONLINE



Contiene las siguientes lecciones:

- [Cómo crear un formulario «W-2 Online»](#)
- [Cómo reanudar los formularios W-2 que todavía no han 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 titulada, Business Services Online (BSO) Welcome (Bienvenido a los Servicios por Internet para Empresas – BSO, siglas en inglés):
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

Business Services Online [BSO HELP](#)
Welcome to Business Services Online

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) 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.

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 titulada, «Business Services Online 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

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?](#)

Log In to BSO

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

Cancel Login

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 encasillado que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «Log In to BSO». Luego, pulse en el botón que lee, «**Login**». El sistema mostrará la página titulada, «BSO Main Menu » (página principal del BSO). (Para regresar a la página inicial del BSO [que lee, «Business Services Online Welcome», pulse en el botón que lee, «**Cancel**» [Cancelar].)

PASO 5: Pulse en el enlace que lee, «**Report Wages to Social Security**» (Ingrese los registros de 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 en pantalla la página de opciones de tareas titulada, «**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

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

[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

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, «**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**» (Presentar por primera vez u otra vez un registro de salario, W-2 por Internet, W-2c por Internet y ver el estado de los datos presentados).

El sistema mostrará en pantalla la página de opciones de tareas titulada, «**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**».

(Para regresar a la página principal del BSO [titulada, «BSO Main Menu

», pulse en el botón que lee, «**BSO Main Menu**».)

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](#)

Status

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

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 Submission Status Information

View current status information 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 2007. 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 2007 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.

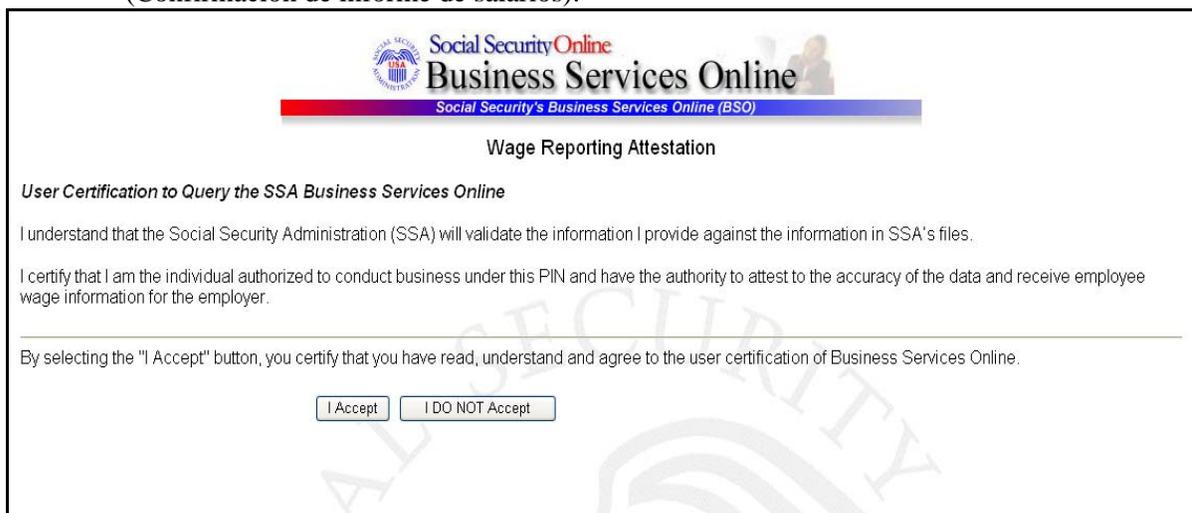
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

PASO 7: Pulse en el enlace que lee, «**Enter Form W-2**» (Ingresar los formularios W-2).

[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.

El sistema mostrará en pantalla la página titulada, «Wage Reporting Attestation» (Confirmación de informe de salarios).



The screenshot shows the 'Wage Reporting Attestation' page from Social Security Online Business Services Online. At the top, there is a logo for Social Security Online Business Services Online. Below the logo, the title 'Wage Reporting Attestation' is centered. The main content area contains a 'User Certification to Query the SSA Business Services Online' section. It includes two paragraphs of text: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.' and '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.' Below the text, there is a horizontal line and a statement: '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 form, there are two buttons: 'I Accept' and 'I DO NOT Accept'.

PASO 8: Pulse en el botón que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «Wage Reporting Attestation». Si tiene algún registro que todavía no ha presentado, el sistema mostrará en pantalla la página titulada, «W-2 Online Information the Tax Year 2008 (TY08) (Información sobre el formulario W-2 por Internet para el año tributable 2008 [TY08]).

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



NOTA

*Si tiene algún informe que todavía no ha presentado, el sistema mostrará en pantalla la página titulada, «W-2 Online Unsubmitted Reports for the TY08» (Registros de salarios en formato del formulario W-2 por Internet que todavía no se han presentado). Para el TY08, puede tener hasta un máximo de 50 registros de salarios que no haya presentado. Cuando haya alcanzado el límite de 50 registros que ha «guardado», se le requerirá que presente uno de los registros guardados antes de que se le permita comenzar un registro nuevo. Si tiene 49 puede continuar sin que se le requiera presentar los registros que ya existen pulsando en el botón que lee, «**Start a New Report**» (Comenzar un registro nuevo). Infórmese mejor, leyendo la [Lección 2: Cómo reanudar los formularios W-2 que todavía no ha presentados](#).*



Social Security Online Business Services Online

[W2 Online Help](#)

W-2 Online Information for Tax Year 2008

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 <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 2008.
- 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 <http://www.irs.gov/>. 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: **billy's tire + icecream**
Your Company's EIN: **11-2132133**
Your Name: **BILL BREESE**
Your Address: **123 TEST LANE**
BALTIMORE, MD
21230
Your Phone: **4108528525**
Your Extension (optional): **<Not Specified>**
Your Fax (optional): **<Not Specified>**
Your E-Mail Address (optional): **bill@ssa.gov**

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 <http://www.irs.gov/> or call 1-800-829-4933. For TDD/TTY 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 9: Después de revisar la información de inscripción, seleccione la respuesta apropiada en la sección que lee, «**FOR WHOM ARE YOU FILING?**» (¿A NOMBRE DE QUIÉN PRESENTA EL INFORME?).



*Las respuestas a la pregunta «**FOR WHOM ARE YOU FILING?**» no están a las disposición de las personas que trabajan por cuenta propia.*

NOTA

PASO 10: Pulse en el botón que lee, «**Continue**» (Continuar) después de revisar el aviso de la Ley de Confidencialidad y la Ley de Reducción de Trámites. El sistema mostrará en pantalla la página que contiene información acerca de los formularios W-2 para el año tributable 2008. La página está titulada, «W-2 Online Employer Data for Tax Year 2008». (De lo contrario, pulse en el botón que lee, «**Cancel**» [Cancelar] para regresar a la página principal del BSO titulada, «BSO Main Menu»,.)

PASO 11: Ingrese su información empresarial.



Social Security Online Business Services Online

W2 Online Help

W-2 Online Employer Data for Tax Year 2008

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 (Agricultural) 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:

Contact Person

Name * :

E-mail Address:

Telephone Number: Ext:

Fax Number:

Options

Save your entries and begin creating W-2s.

Abandon your entries and return to the BSO Main Menu.



NOTA

Se requiere que llene todos los encasillados marcados con un asterisco. Si pulsó en el botón que lee, «I am filing Forms W-2 for my company's employees» (presento los formularios W-2 para los empleados de mi empresa) la información de la empresa es propagada de los registros de la Administración del Seguro Social (SSA, sus siglas en inglés), pero la puede cambiar si es necesario.

PASO 12: Pulse en el botón que lee, «**Continue**» (Continuar). El sistema mostrará en pantalla la página titulada, «W-2 Online Form W-2 for TY 2008» (El formulario W-2 en formato electrónico para el año tributable 2008, del servicio W-2 Online). (De lo contrario, pulse en el botón que lee, «**Cancel**» [Cancelar] para regresar, sin terminar la transacción, a la página principal del BSO titulada, «BSO Main Menu».)



Social Security Online
Business Services Online

W2 Online Help

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

W-2 Online
Form W-2 for Tax Year 2008

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

a Employee's Social Security Number * <input type="text"/> - <input type="text"/> - <input type="text"/>		For Official Use Only OMB No. 1545-0008			
b Employer Identification Number 11 - 2132133		1 Wages, tips, other compensation \$ <input type="text"/> . <input type="text"/>		2 Federal Income Tax withheld \$ <input type="text"/> . <input type="text"/>	
c Employer's Name, Address, and ZIP code TESTER BALTIMORE MD 21244		3 Social security wages \$ <input type="text"/> . <input type="text"/>		4 Social security tax withheld \$ <input type="text"/> . <input type="text"/>	
		5 Medicare wages and tips \$ <input type="text"/> . <input type="text"/>		6 Medicare tax withheld \$ <input type="text"/> . <input type="text"/>	
		7 Social security tips \$ <input type="text"/> . <input type="text"/>		8 Allocated tips \$ <input type="text"/> . <input type="text"/>	
d Control Number <input type="text"/>		9 Advance EIC payment \$ <input type="text"/> . <input type="text"/>		10 Dependant care benefits \$ <input type="text"/> . <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"/> . <input type="text"/>		12a Code: <input type="text"/>	
		Not Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/>		\$ <input type="text"/> . <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"/> United States State /Province: <input type="text"/> Zip /Postal Code: <input type="text"/> Zip Ext (U.S. Only): <input type="text"/>		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b Code: <input type="text"/>	
		14 Other Description: <input type="text"/> Amount: \$ <input type="text"/> . <input type="text"/>		12c Code: <input type="text"/>	
		Description: <input type="text"/> Amount: \$ <input type="text"/> . <input type="text"/>		12d Code: <input type="text"/>	
15 Employer's State ID number <input type="text"/>	16 State wages, tips, etc. \$ <input type="text"/> . <input type="text"/> \$ <input type="text"/> . <input type="text"/>	17 State income tax \$ <input type="text"/> . <input type="text"/> \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. \$ <input type="text"/> . <input type="text"/> \$ <input type="text"/> . <input type="text"/>	19 Local income tax \$ <input type="text"/> . <input type="text"/> \$ <input type="text"/> . <input type="text"/>	20 Locality name <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.

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 13: Ingrese la información del formulario W-2 en los encasillados correspondientes.

PASO 14: Pulse en el botón que lee, «**New W-2**» (un nuevo formulario W-2) para guardar esta información y comenzar otro formulario W-2 nuevo. Para guardar la información de este W-2 y continuar a la página titulada, «W-2 Online Data Review for the TY08» (Revisión de la información en formato electrónico para el año tributable 2008, del servicio W-2 Online), una vez haya terminado sus transacciones pulse en el botón que lee, «**Done**» (Terminado). Pulse en el botón que lee, «**Cancel**» (Cancelar) para borrar las transacciones hechas en este formulario W-2 y proceder a la página titulada, «W-2 Online Data Review for the TY08».



NOTA

Puede ingresar hasta un máximo de 20 formularios W-2. Una vez haya ingresado la información del vigésimo formulario, el sistema ya no mostrará el botón que lee, «New W-2».

PASO 15: Cuando pulse en el botón que lee, «**New W-2**» o «**Done**», posiblemente el sistema le muestre un aviso en pantalla. Si es así, debe revisar la información que ingresó, corregir lo necesario o pulse en una de las respuestas que lee, «**Override**» (ignorar) para cada aviso. Luego, pulse en el botón que lee, «**Done**» o «**New W-2**» para proceder a la página titulada, «W-2 Online Data Review for the TY08».



Social Security Online Business Services Online

W2 Online Help

W-2 Online Data Review for Tax Year 2008

This wage report is being prepared for:

EIN: 11-2132133

TEST 100

BALTIMORE , MD 12333

#	SSN	Name	Options
1.	212-34-4343	RAY SAY	View / Edit #1 Delete #1
2.	213-32-3434	AA SS	View / Edit #2 Delete #2

Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
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 w2 Online Data Review page.
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 12/12/2008. <i>Note: This is not an extension of the filing deadline.</i>
Quit and Delete	Exit W-2 Online without saving any data entered. 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 16: Pulse en el botón que lee, «**View/Edit**» (Ver o 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, pulse en el botón que lee, «**Delete**» (Borrar) al lado del informe correspondiente.

PASO 17: Seleccione una de las siguientes opciones:

«**New W-2**» (W-2 nuevo) para comenzar otra W-2.

«**Edit Employer Info**» (Editar la información empresarial) para editar la información que anteriormente había informado referente a la empresa misma.

«**Go to W-3**» (Ir al W-3) para ver el total de sus formularios W-3 (vease el PASO 19 para informarse mejor).

«**Save and Quit**» (Guardar y Terminar) – este botón le permite guardar la información y salir del sistema sin presentar la información al Seguro Social.

«**Quit and Delete**» (Terminar y Borrar) – este botón le permite salir del sistema sin guardar ni presentar la información al Seguro Social.

PASO 18: Pulse en el botón que lee, «**Go to W-3**» para presentar los registros de salarios. El sistema mostrará en pantalla la página titulada, «W-2 Online Form W-3 for the TY08» (Formulario W-3 para el año tributable 2008, del servicio W-2 Online).



W-2 Online
Form W-3 for Tax Year 2008

[W2 Online Help](#)

a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$335.00	2 Federal Income Tax withheld \$0.00
c Total number of Forms W-2 2		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
d Establishment number		5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 11-132133		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code TEST 100 BALTIMORE, MD 12333		9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ 0 .00	
h Other EIN used this year			
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ 0 .00	17 State income tax \$ 0 .00
		18 Local wages, tips, etc. \$ 0 .00	19 Local income tax \$ 0 .00
g Contact person BILL BREESE		Telephone number 4108528525	
E-mail Address bill@ssa.gov		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.

<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2008 wage report to the Social Security Administration.</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>
<input type="button" value="Print Wage Report"/>	<p>Print your unsubmitted Tax Year 2008 wage report.</p> <p><i>Note: Selecting this option will not submit your wage report to the Social Security Administration.</i></p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</p>



NOTA

La opción que lee, «New W-2» no estará disponible si ya se han guardado 20 formularios W-2 en el informe corriente. Igual que la opción que lee, «Go to W-3» no estará disponible si no se hay W-2 guardados para el empleador.

PASO 19: Pulse en una de las siguientes opciones:

El botón que lee, «**Submit Wage Report**» (Presentar informe de salarios) para presentar los registros de salarios. Vaya al [PASO 20](#) para informarse mejor.

El botón que lee, «**Print Wage Report**» (Imprima el informe de salarios) para imprimir o ver su informe de salarios antes de presentarlo al Seguro Social. Vaya al [PASO 24](#) para informarse mejor.

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

PASO 20: Pulse en el botón que lee, «**Submit Wage Report**» en la página titulada, «W-2 Online Form W-3 for the TY08».



NOTA

Si su «User ID» está asociado con más de un número de identificación de empleador (EIN, sus siglas en inglés), entonces el sistema mostrará en pantalla la página relacionada con la persona que presenta los registros para que elija el EIN apropiado.

Employer Identification Number
Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file: ▼

El sistema presenta sus registros de salarios de los formularios W-2 y W-3 y mostrará en pantalla la página titulada, «W-2 Online Receipt Acknowledgement for the TY08» (Acuse recibo de los W-2 Online para el año tributable 2008 [TY08]) junto con una ventanilla desplegable preguntándole si desea imprimirla. Si desea imprimir el acuse recibo, pulse en el botón que lee, «**OK**» para imprimirlo, este leerá, «W-2 Online Receipt Acknowledgement for the TY08».



De lo contrario, pulse en el botón que lee, «**Cancel**» (Cancelar) para cerrar la ventanilla sin imprimir el acuse recibo.



Social Security Online Business Services Online



[W2 Online Help](#)

W-2 Online Receipt Acknowledgment for Tax Year 2008

Date: 18-August-08 Time: 02:07 PM Eastern Standard 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: TEST 100

EIN: 11-132133

Your Wage File Identifier (WFID) is KVS545.

The WFID is a number associated to your submission for tracking purposes. You can check on the status of your submission by selecting *Report Wages To Social Security* on the BSO main menu, selecting *Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status*, then selecting *View File/Wage Report Status* from the following page 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 / W3 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 W3. 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 W3 for 4 years.

This file will continue to be available through **09/17/2008** by selecting *Report Wages To Social Security*, selecting *Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status* and then selecting *Download Submitted W-2* from the BSO Main Menu. After this date, it will be discarded.

[KVS545.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
18-August-08

The Wage File ID (WFID) assigned to this submission is **KVS545**.

[Continue](#)

PASO 21: Oprima el botón derecho de su ratón para guardar el registro de salarios.

PASO 22: Pulse en la opción que lee, «**Save Target As**» (Guardar el objetivo como) en el menú de su navegador para guardar el registro. (De lo contrario, pulse en el botón que lee, «**Continue**» [Continuar].)



Su registro de salarios estará a su disposición en su cuenta del BSO hasta la fecha reflejada en el Acuse Recibo de su W-2.

NOTA

PASO 23: Pulse en el botón que lee, «**Continue**» (Continuar). El sistema mostrará en pantalla la página que lee, «W-2 Online Thank You» (Agradecimiento de parte del servicio W-2 Online).

Social Security Online
Business Services Online

[W2 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.

[KVS545.pdf](#)

This file will continue to be available through **09/17/2008** by selecting *Report Wages To Social Security*, selecting *Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status* and then 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.

[BSO Main Menu](#)

PASO 24: Pulse en el botón que lee, «**Print Wage Report**» en la página titulada, «W-2 Online Form W-3 for TY08» para imprimir los registros de salarios. El sistema mostrará en pantalla la página titulada, «W-2 Online Report Print» (Imprima el informe de la 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

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.

Submit Wage Report	Submit this Tax Year 2007 wage report to the Social Security Administration. Your Form W-3 must reconcile with the Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service. <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>
Return to W-3	View your Form W-3 totals. From here you can submit your annual wage report, print your wage report, or return to the W-2 Online Data Review page.
Return to W-2 Online Data Review Page	Return to the W-2 Online Data Review page to review and/or edit your wage report.
Save & 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>
Quit and Delete	Exit W-2 Online without saving any data entered. 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

Si no tiene una copia de «Adobe Acrobat Reader» en su computadora, puede descargar una pulsando en el enlace que aparece en el centro de la página el cual lee, «[follow this link](#)» (siga este enlace).

- PASO 25:** Pulse en el enlace que lee, «**Print Preview**» (Vista preliminar). El sistema mostrará en pantalla los formularios W-2.
- PASO 26:** Pulse en la palabra «**File**» (registro) que aparece a mano izquierda en la parte superior de la pantalla, luego pulse en la palabra «**Print**» (imprimir) o seleccione el icono en forma de impresor que aparece en la barra de herramientas de la pantalla.
- PASO 27:** Pulse en la palabra «**File**» (registro) que aparece a la mano izquierda en la parte superior de la pantalla, luego pulse en la palabra «**Close**» (cerrar) después de imprimir para cerrar la ventanilla. El sistema lo regresará a la página titulada, «W-2 Online Report Print».
- PASO 28:** Seleccione una de las siguientes opciones en la página titulada, «W-2 Online Report Print».

El botón que lee, «**Submit Wage Report**» (Presentar registros de salarios) para enviar la información de los formularios W-2 y W-3 al Seguro Social.



NOTA

Si existe más de un EIN asociado con el «User ID», entonces el sistema mostrará en pantalla una ventanilla solicitando que se elija el EIN apropiado.

Employer Identification Number

Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file:

 ▼

El botón que lee, «**Return to W-3**» (Regresar al formulario W-3) para regresar a la página titulada, «W-2 Online Form W-3 for the TY08 (Formulario W-3 para el TY08, del servicio W-2 Online).

El botón que lee, «**Return to W-2 Online Data Review**» (Regresar a revisar la información ingresada en el servicio W-2 Online) para regresar a la página titulada, «W-2 Online Data Review for the TY08» (Revisión de información para el TY08, del servicio W-2 Online).

El botón que lee, «**Save & Quit**» (Guardar y Salir) para guardar la información de los formularios W-2 y W-3 que haya ingresado sin presentar la información al Seguro Social.

El sistema mostrará en pantalla la página lee, «**Are you sure you want to save and Exit W-2 Online without submitting your annual wage report to SSA?**» (¿Está seguro que quiere guardar la información y salir del servicio W-2 Online sin presentar su informe anual al Seguro Social?). Pulse en el botón que lee, «**Yes**» (Sí) para guardar los registros, salir y regresar a la página principal del BSO. Pulse en el botón que lee, «**No**» para regresar a la página titulada, «W-2 Online Data Review for the TY08».

El botón que lee, «**Quit & Delete**» (Salir y Borrar) para salir de W-2 Online y borrar la información ingresada. Usted tendrá la oportunidad de aceptar si quiere salir y borrar los registros de salarios en la ventanilla que aparecerá la cual lee, «**WARNING: This will DELETE your entire annual wage report**» (AVISO: Esta a punto de borrar por completo su informe anual de registros de salarios). Pulse en el botón que lee, «**Yes**» para borrar todo el informe de registros salarios. Pulse en el botón que lee, «**No**» para regresar a la página titulada, «W-2 Online Data Review for the TY08».

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 no presente o actualice dentro de 120 días. Todos los formularios W-2 que no son presentados serán borrados el 11 de diciembre del 2008.



NOTA

Se le permite tener hasta 50 informes guardados. Cada informe puede contener hasta 20 formularios W-2. Si tiene informes que no ha presentado, el sistema automáticamente mostrará una lista de los informes que todavía no ha presentado tan pronto ingrese al servicio de «W-2 Online».

PASO 1: Dirija su navegador a la página, Business Services Online Welcome (Bienvenido a los Servicios por Internet para Empresas): 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

Business Services Online [BSO HELP](#)
Welcome to Business Services Online

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) 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.
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 titulada, «Business Services Online Welcome». 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

BSO Welcome > Login

Log In to BSO [BSO HELP](#)

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 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 ver la página principal de opciones de tareas del BSO titulada «BSO Main Menu». (Para regresar a la página inicial del BSO, pulse en el botón que lee, «**Cancel**» [Cancelar].)

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

Main Menu 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, KAMALJIT RANDHAWA
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, «**Report Wages to Social Security**» (Informe los registros de salarios al Segur 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 en pantalla la página de opciones de tareas titulada, «**Report Wages to Social Security**».

The screenshot shows the 'Business Services Online' interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with 'www.socialsecurity.gov' on the left and 'BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation' on the right. The main content area has a white background. On the left side, there is a sidebar with 'Online Services Availability' listing hours for Monday-Friday, Saturday, and Sunday. Below this is a yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features the title 'Report Wages to Social Security' with a 'LOGOUT | BSO HELP' link. Below the title is a breadcrumb trail 'BSO Main Menu > Report Wages to Social Security'. The primary action is a large blue link: 'Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status'. Below this is another blue link: 'Resubmission Notice Processing' with the subtext 'Acknowledge resubmission notices and request resubmission extensions'. A 'BSO Main Menu' button is located below the subtext. At the bottom of the page, there is a dark blue footer with 'www.socialsecurity.gov' and 'BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation'. A small text block at the bottom center provides contact 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.'

PASO 6: Pulse en el botón que lee, «**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**» (Presente por primera vez u otra vez los registros de salarios, el formulario W-2 en formato electrónico y el formulario W-2c en formato electrónico y ver el estado de los datos presentados).

El sistema mostrará en pantalla la página de opciones de tareas titulada, «**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**».

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

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

Status

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

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 Submission Status Information
View current status information 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 2007. 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 2007 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.

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

PASO 7: Pulse en el enlace que lee, «**Resume Unsubmitted W-2s**» (Reanudar los formularios W-2 que aún no ha presentado).

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

[Resume Unsubmitted W-2s](#)

Continue processing your unsubmitted W-2s.

El sistema mostrará en pantalla la página titulada, «Wage Reporting Attestation» (Confirmación de los informes de salarios).



The screenshot shows the 'Wage Reporting Attestation' page. At the top, there is the Social Security Administration logo and the text 'Social Security Online Business Services Online' with a sub-header 'Social Security's Business Services Online (BSO)'. Below this is the title 'Wage Reporting Attestation'. The main content area contains the following text: '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.', and '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, there are two buttons: 'I Accept' and 'I DO NOT Accept'.

PASO 8: Pulse en el botón que lee, «**I Accept**» (Acepto) después de leer las condiciones delineadas en la página titulada, «Wage Reporting Attestation». El sistema mostrará en pantalla la página titulada, «W-2 Online Unsubmitted Reports for the TY08» (Informes en el servicio de «W-2 Online» que aún no se han presentado pertenecientes al TY08).

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

The screenshot shows the 'W-2 Online Unsubmitted Reports for Tax Year 2008' page. At the top, there is a 'W2 Online Help' button. Below the title, a message states: 'You have 2 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.' A note indicates that unsubmitted reports are deleted if not resumed before a purge date. A table titled 'Unsubmitted Reports' lists two reports: 'TEST 100' and 'BMG', both with EIN 112132133. The table includes columns for report number, employer name, EIN, number of W2s, save date, and purge date. Each report has 'View / Edit' and 'Delete' buttons. Below the table is an 'Options' section with two buttons: 'Start a New Report' (to start a new W-2 Online Wage Report) and 'BSO Main Menu' (to return to the main menu).

#	Employer Name	EIN	Number of W2s	Save Date ▲	Purge Date	Options
1.	TEST 100	112132133	2	08/18/2008	12/12/2008	View / Edit #1 Delete #1
2.	BMG	112132133	1	08/18/2008	12/12/2008	View / Edit #2 Delete #2

Options	
Start a New Report	Start a new W-2 Online Wage Report.
BSO Main Menu	Return to the BSO Main Menu.

PASO 9: Seleccione el botón que lee, «**View/Edit**» (Vea y Edite) para un informe en específico que quiere ver o modificar. El sistema mostrará en pantalla la página titulada, «W-2 Online Data Review for the TY08». (Pulse seleccione el botón que lee, «**Delete**» [Borrar] para borrar un informe en específico. El sistema requerirá que confirme la acción de borrar el informe.) Las otras opciones son:

Start a New Report (Comenzar un informe totalmente nuevo) para ingresar registros de salarios en el formato electrónico del formulario W-2.

BSO Main Menu (Página principal de opciones de tareas) para regresar a la página principal del BSO.



NOTA

Si tiene más de 50 informes pendientes sin presentar, posiblemente el botón que lee, «Start New Report» no aparezca en pantalla hasta que haya borrado uno de los informes que todavía no ha presentado.



Social Security Online
Business Services Online



W2 Online Help

**W-2 Online
 Data Review for Tax Year 2008**

This wage report is being prepared for:

EIN: 11-2132133

TEST 100

BALTIMORE , MD 12333

#	SSN	Name	Options
1.	212-34-4343	RAY SAY	View / Edit #1 Delete #1
2.	213-32-3434	AA SS	View / Edit #2 Delete #2

Options

New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
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 w2 Online Data Review page.
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 12/12/2008. <i>Note: This is not an extension of the filing deadline.</i>
Quit and Delete	Exit W-2 Online without saving any data entered. 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 que lee, «New W-2» (formulario W-2 nuevo) (en la página titulada, «W-2 Online Data Review for the TY08) no aparecerá en pantalla si tiene la cantidad máxima (20) de formularios W-2 por informe que todavía no ha presentado.

PASO 10: Pulse en el botón que lee, «Go to W-3» (proseguir al formulario W-3). El sistema mostrará en pantalla 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 2008

[W2 Online Help](#)

a Control Number		<small>For Official Use Only OMB No. 1545-0008</small>	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$335.00	2 Federal Income Tax withheld \$0.00
		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
c Total number of Forms W-2 2	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 11-132133		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code TEST 100 BALTIMORE, MD 12333		9 Advance EIC payment \$0.00	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ <input type="text" value="0"/> . <input type="text" value="00"/>	
h Other EIN used this year			
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ <input type="text" value="0"/> . <input type="text" value="00"/>	17 State income tax \$ <input type="text" value="0"/> . <input type="text" value="00"/>
		18 Local wages, tips, etc. \$ <input type="text" value="0"/> . <input type="text" value="00"/>	19 Local income tax \$ <input type="text" value="0"/> . <input type="text" value="00"/>
Contact person BILL BREESE		Telephone number 4108528525	
E-mail Address bill@ssa.gov		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.

<input type="button" value="Submit Wage Report"/>	<p>Submit this Tax Year 2008 wage report to the Social Security Administration.</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><small>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.</small></p>
<input type="button" value="Print Wage Report"/>	<p>Print your unsubmitted Tax Year 2008 wage report.</p> <p><small>Note: Selecting this option will not submit your wage report to the Social Security Administration.</small></p>
<input type="button" value="Return to W-2 Online Data Review Page"/>	<p>Return to the W-2 Online Data Review Page to review and/or edit your wage report.</p>

PASO 11: Pulse en una de las siguientes opciones que aparecen en la página titulada, «W-2 Online Form W-3 for the TY08»:

El botón que lee, «**Submit Wage Report**» (Presentar el registro de salarios) para enviar la información de los formularios W-2 y W-3 al Seguro Social.



NOTA

Si existe más de un EIN asociado con el «User ID», entonces el sistema mostrará en pantalla una ventanilla solicitando que se elija el EIN apropiado.

Employer Identification Number

Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file:

El botón que lee, «**Print Wage Report**» (Imprima el registro de salarios) para imprimir sus informes de salarios que todavía no ha presentado que se encuentran en la página titulada, «W-2 Online Report Print» (Imprimir informes del servicio W-2 Online).

Pulse en el botón que lee, «**Return to W-2 Online Data Review Page**» para regresar a la página titulada, «W-2 Online Data Review Page» para revisar y/o editar el registro de salarios.

LECCIÓN 3: CÓMO DESCARGAR LOS FORMULARIOS W-2 YA PRESENTADOS

Siga las siguientes instrucciones para descargar un expediente en formato de «Adobe» que contiene los formularios W-2 y W-3 referente a un informe del servicio W-2 Online presentado durante los últimos 30 días.



Informes de registros de salarios que ya han sido presentados están disponibles por 30 días o hasta el 31 de diciembre, la fecha ocurra primero.

NOTA

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 (sólo disponible en inglés).

Business Services Online
Welcome to Business Services Online

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](#)

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.
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 enlace que lee, «**Log In**» (Ingrese) en la página titulada, «Business Services Online 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

BSO Welcome > Login

Log In to BSO

[BSO HELP](#)

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

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?](#)

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) y el sistema mostrará en pantalla la página de opciones de tareas titulada, «BSO Main Menu». (Para regresar a la página inicial del BSO titulada, pulse en el botón que lee, «**Cancel**» [Cancelar].)

Social Security Online **Business Services Online**

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

Main Menu LOGOUT | BSO HELP

Welcome, KAMALJIT RANDHAWA
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, «**Report Wages to Social Security**» (Informe los 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 en pantalla la página de opciones de tareas titulada, «**Report Wages to Social Security**».

The screenshot shows the Business Services Online (BSO) interface. At the top, there is a red header with "Social Security Online" and "Business Services Online". Below this is a dark blue navigation bar with "www.socialsecurity.gov" on the left and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation" on the right. The main content area has a white background. On the left, there is a sidebar with "Online Services Availability" and a yellow warning box that says "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area features the title "Report Wages to Social Security" and a "LOGOUT | BSO HELP" link. Below the title, there is a breadcrumb trail "BSO Main Menu > Report Wages to Social Security". The primary action is a large blue link: "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". Below this is another blue link: "Resubmission Notice Processing". Underneath, there is a text prompt: "Acknowledge resubmission notices and request resubmission extensions" and a button labeled "BSO Main Menu". At the bottom of the page, there is a footer with contact 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." and a dark blue navigation bar with "www.socialsecurity.gov" and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation".

PASO 6: Pulse en el botón que lee, «**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**» (Presente por primera u otra vez los datos de salarios, «W-2 Online» y «W-2c Online» y ver el estado de los datos presentados).

El sistema mostrará la página de opciones de tareas titulada, «**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**».

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

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 ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

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 Submission Status Information
View current status information 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 2007. 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 2007 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.

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

PASO 7: Pulse en el enlace que lee, «**Download Submitted W-2s**» (Descargue los 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 en pantalla la página titulada, «Wage Reporting Attestation» (Confirmación de presentación de los informes de salarios).

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

Wage Reporting 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 8: Pulse en el botón que lee, «**I Accept**» después de leer las condiciones definidas en la página titulada, «Wage Reporting Attestation». El sistema mostrará en pantalla la página titulada, «W-2 Online Download for the TY08» (Descargue los informes para el año tributable 2008 (TY08) del servicio «W-2 Online»).

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

Social Security Online
Business Services Online

[W-2 Online Help](#)

W-2 Online
Download for Tax Year 2008

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
KVS460.pdf	08/05/2008	09/04/2008
KVS461.pdf	08/05/2008	09/04/2008
KVS482.pdf	08/13/2008	09/12/2008
KVS545.pdf	08/18/2008	09/17/2008

PASO 9: Pulse en el botón derecho de su ratón sobre el enlace de WFID que desea descargar. (El sistema mostrará en pantalla los formularios W-2/W-3 usando el programa de computadora «Adobe Acrobat Reader».)

PASO 10: Pulse en la opción que lee, «**Save Target As**» (Guardar el objetivo con el título de) del menú que se encuentra en la parte superior de su navegador para descargar el expediente a su computadora. Si usted quiere ver el expediente antes de descargarlo a su computadora, pulse en la opción que lee, «**Open in New Window**» (Abrirlo en una ventanilla nueva).

Se requiere el programa de computadora «Adobe Acrobat Reader» para ver el expediente de salarios que descargó. Si no tiene una copia de éste programa de computadora, puede obtener una copia visitando el sitio de Internet www.adobe.com.

PASO 11: Para regresar a la página principal del BSO [titulada, «BSO Main Menu», pulse en el botón que lee, «**BSO Main Menu**».