

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

Presentar un Archivo de salarios



Contiene las siguientes lecciones:

- [Cómo presentar un Archivo de salarios W-2](#)
- [Cómo presentar un Archivo de salarios W-2c](#)
- [Cómo presentar un Archivo de información presentada anteriormente](#)
- [Cómo presentar un Archivo de reconciliación](#)

Lección 1: Cómo presentar un Archivo de salarios W-2

Siga las siguientes instrucciones para presentar un Archivo de salarios W-2 a la Administración del Seguro Social. Para informarse mejor sobre cómo preparar archivos formateados a Presentar datos de salario W-2 electrónicamente (EFW2, sus siglas en inglés [antes conocido como MMREF-1]), seleccione el enlace de *Specifications for Filing Forms W-2 Electronically (EFW2)* (en español, Especificaciones para Presentar datos de salario W-2 electrónicamente) en www.segurosocial.gov/employer/pub.htm (sólo disponible en inglés).

Paso 1: Dirija su navegador a la página, Business Services Online (BSO) Welcome (en español, Bienvenido a los Servicios (BSO) por Internet para negocios): 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

Business Services Online
Welcome to Business Services Online

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

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

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

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

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

Explanation of BSO Services

Reporting Wages to the SSA

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

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

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

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

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact QCO-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](#)
Last reviewed or modified Wednesday Nov 21, 2007 [Need Larger Text?](#)

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

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [BSO HELP](#)

[BSO Welcome](#) > Login

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

User ID:
(formerly referred to as PIN)

Password:
(not case sensitive)

[Forgot your password?](#)

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

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

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

I Accept

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

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

Paso 3: Ingrese su User ID (identificación del usuario y contraseña)

Paso 4: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página Log into BSO. Para regresar a la página de Bienvenida del BSO, pulse en el botón que lee, «**Cancel**».

Social Security Online **Business Services Online**

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

Main Menu LOGOUT | BSO HELP

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

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

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

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

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

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

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".

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: Seleccione el enlace de **Report Wages to Social Security** (en español, Informar salarios al Segur Social) en la página del Menú principal de BSO.

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 de Report Wages to Social Security (en español, Informe salarios al Seguro Social).

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' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background. On the left, 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 Social Security Administration logo, the title 'Report Wages to Social Security', and links for 'LOGOUT' and 'BSO HELP'. A breadcrumb trail shows '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 a section for 'Resubmission Notice Processing' with a sub-link 'Acknowledge resubmission notices and request resubmission extensions' and a 'BSO Main Menu' button. At the bottom, there is 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.' A dark blue footer bar contains 'www.socialsecurity.gov' and the same navigation links as the top bar.

Paso 6: 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) en la página de Report Wages to Social Security.

(Para regresar a la página BSO Main Menu (Página principal del BSO), pulse el botón de **BSO Main Menu**).

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

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

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 the header is a navigation bar with links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". It includes a "LOGOUT" and "BSO HELP" link. A breadcrumb trail shows the path: "BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". On the left side, there is a section for "Online Services Availability" with a list of hours: Monday-Friday (5 AM - 1 AM ET), Saturday (5 AM - 11 PM ET), and Sunday (8 AM - 11:30 PM ET). Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area has several sections: "Submit a W-2 Wage File" (with a description of the EFW2 format and a note about resubmission), "View Submission Status Information" (with a description of current status), "Create Form W-2 Online" (with sub-sections for "Enter Form W-2", "Resume Unsubmitted W-2s", and "Download Submitted W-2s"), and "Create Forms W-2c Online" (with sub-sections for "Enter Forms W-2c", "Resume Unsubmitted W-2c", and "Download Submitted W-2c"). At the bottom of the main content area is a "BSO Main Menu" button. The footer contains 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." The footer also includes the "www.socialsecurity.gov" URL and the same navigation links as the top bar.

Paso 7: Seleccione el enlace de **Submit a W-2 Wage File** (en español, Presentar datos de salario W-2) en la página de Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status. (Para regresar a la página principal del BSO, pulse el botón de **BSO Main Menu**.)

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.


El sistema mostrará la página de «Wage Reporting Attestation» (en español, verificación de informe de salarios).



The screenshot shows the 'Wage Reporting Attestation' page on the Social Security Online Business Services Online (BSO) portal. 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, the title 'Wage Reporting Attestation' is displayed. The main content area contains the following text: '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.', 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 of the page, there are two buttons: 'I Accept' and 'I DO NOT Accept'.

Paso 8: Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, Wage Reporting Attestation. El sistema mostrará la página, Before You Start (en español, Antes de comenzar).

(Para regresar al BSO Main Page (en español, Página principal del BSO), pulse el botón que lee, **I DO NOT Accept**).

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

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

BSO Help

Before You Start

Name: BILL BREESE

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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

Paso 9: Seleccione el botón de **Continue** (en español, Continuar) después de verificar que usted ha asegurado la calidad de la información que va a presentar y que ha comprimido correctamente su(s) archivo(s). El sistema mostrará la página, What's in the File? (en español, ¿Qué contiene el Archivo?).

(Para regresar a la página de BSO Main Menu (Menú principal del BSO), pulse en el botón que lee, «**Quit without sending**» (en español, salir sin enviar).

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

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

BSO Help

What's in the File?

Name: **BILL BREESE**

Steps: 1. Before You Start | 2. What's in the File? | 3. Submit Your File | 4. Confirmation

Please select the type of wage report you are submitting.

- New W-2s/W-3s for current or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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

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

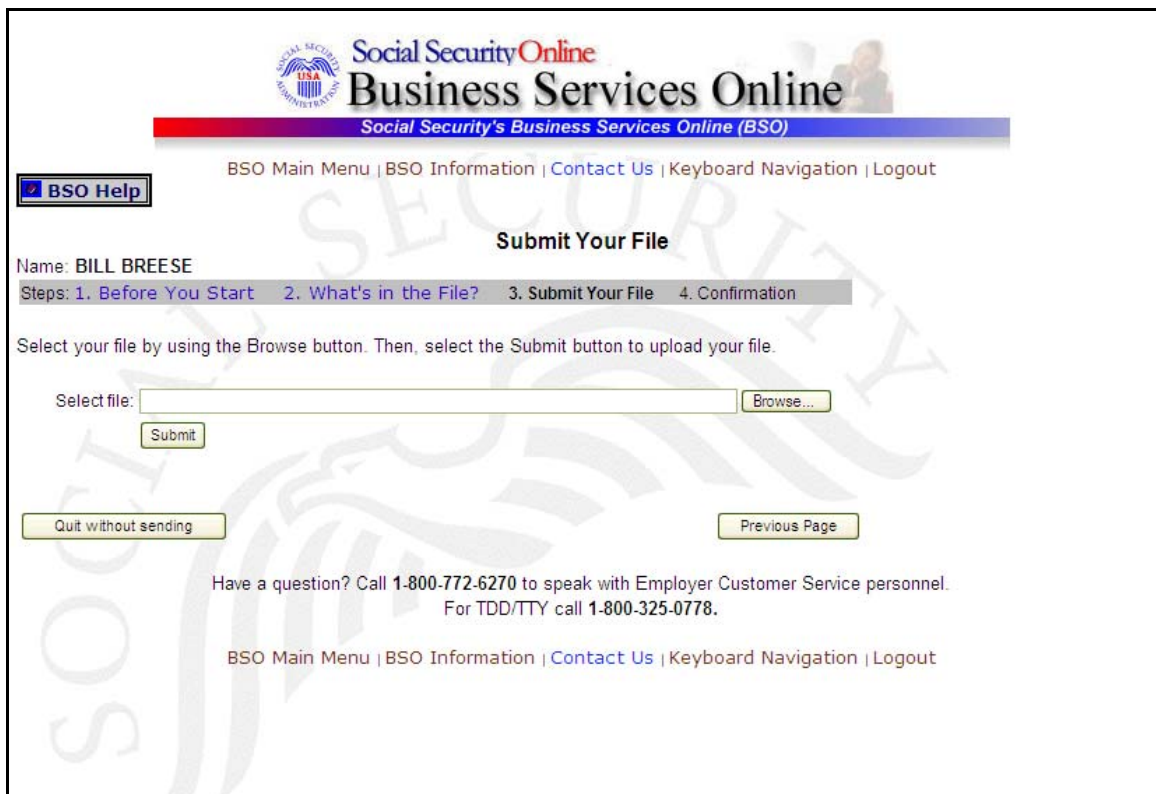
Paso 10: Si hay múltiples números de identificación de empleador (EIN, sus siglas en inglés) asociados con el presentador, entonces aparecerá un encasillado de lista de números de identificación del empleador. Debe seleccionar un EIN de la lista. De otro modo, proceda al Paso 12.

Employer Identification Number

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

Please select a submitter EIN for this file:

Paso 11: Seleccione el botón de **New W-2s/W-3s for Tax Year 2007 or previous tax year (EFW2)** (en español, Nuevos archivos W-2 y W-3 para el año tributable 2007 o un año tributable anterior [EFW2]) y seleccione el botón de **Continue** para acceder la página, Submit Your File (en español, Presentar su archivo). (El botón de **Back to Step 1** [en español, Regresar al Paso 1] mostrará la página, Before You Start, y el botón de **Quit without sending** [en español, Salir sin enviar] mostrará la página del Menú principal de BSO.



Paso 12: Indique el nombre del archivo en el campo de Select file (en español, Seleccionar el archivo) o seleccione el botón de **Browse** (en español, Hojear) a la derecha del campo para seleccionar el archivo.

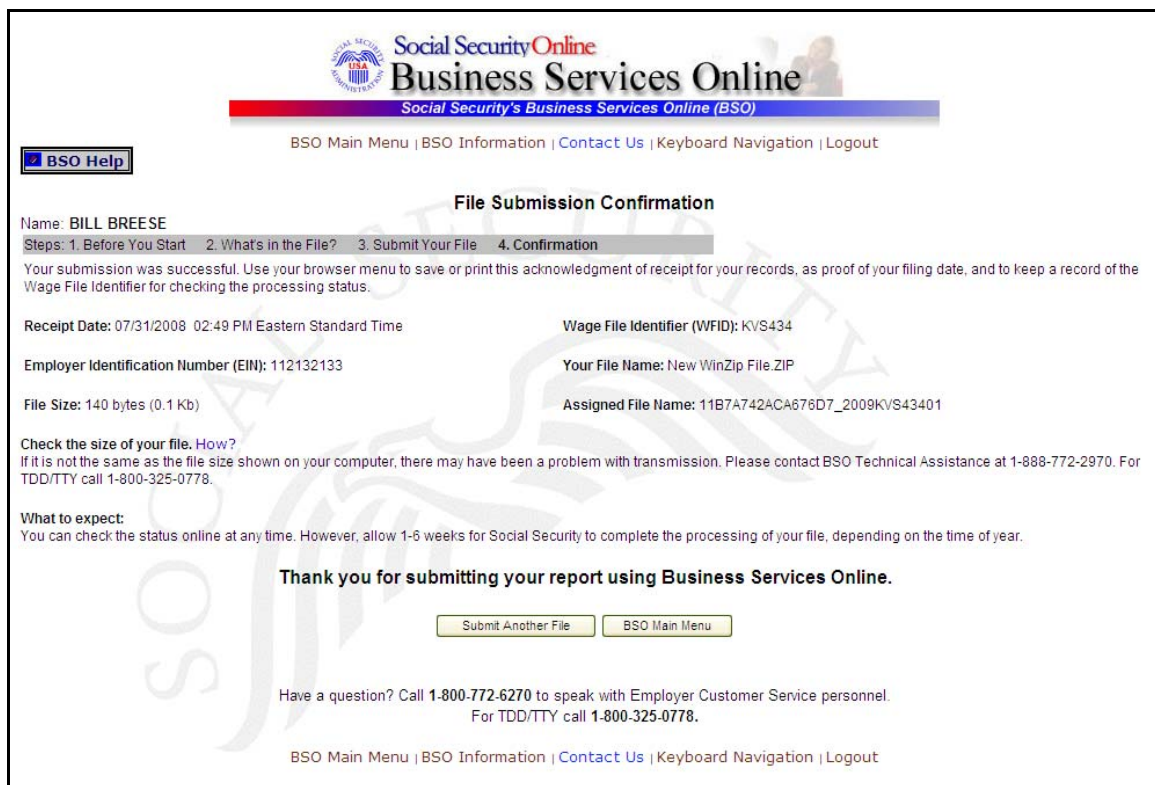
Paso 13: Seleccione el botón de **Submit** (en español, Presentar) para presentar el archivo al Seguro Social. El botón de **Previous Page** (en español, Página anterior) mostrará la página, What's in the File? y el botón de **Quit without sending** mostrará la página principal de BSO. Después de mostrar el icono de Submission in Progress (en español, presentando información en marcha) el sistema mostrará la página, Confirmation – Your File Was Received (en español, Confirmación - Su archivo fue recibido) con una ventanilla desplegable con la opción de pedir que imprima la confirmación.

Paso 14: Seleccione el botón de **OK** en la ventanilla desplegable para imprimir la página, Confirmation – Your File Was Received. De otro modo, seleccione el botón que lee, «**Cancel**» para cerrar la ventanilla desplegable.



NOTA

En este momento, imprima esta página y verifique el tamaño de su archivo.



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

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

BSO Help

File Submission Confirmation

Name: BILL BREESE

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. **Confirmation**

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 07/31/2008 02:49 PM Eastern Standard Time Wage File Identifier (WFID): KVS434

Employer Identification Number (EIN): 112132133 Your File Name: New WinZip File.ZIP

File Size: 140 bytes (0.1 Kb) Assigned File Name: 11B7A742ACA676D7_2009KVS43401

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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

Paso 15: Para presentar otro archivo, pulse el botón que lee, «**Submit another file**» (presentar otro archivo) para regresar a la página de «What's in the file?» (¿Qué hay en el archivo?). Para regresar a la página principal del BSO, pulse el botón que lee «**BSO Main Menu**».



NOTA

Si mientras está presentando un archivo de salarios ocurre una interrupción en la comunicación, acceda al sistema de nuevo y seleccione el enlace de «**View File Wage Report Status [with or without] Name SSN Errors**» de la página principal del BSO para determinar si la transferencia del archivo fue exitosa. Si no muestra el archivo, tendrá que presentarlo nuevamente. Seleccione el tipo de presentación que seleccionó originalmente.

Lección 2: Cómo presentar un Archivo de salarios W-2C

Siga las instrucciones a continuación para presentar un archivo W-2 corregido a la Administración del Seguro Social. Para información sobre cómo preparar archivos formateados de presentación de salarios electrónicamente W-2c (EFW2C, sus siglas en inglés, antes conocido como MMREF-2), seleccione el enlace para «*Specifications for filing forms W-2c electronically (EFW2C)*» (en español, Especificaciones para presentar los formularios W-2c electrónicamente [EFW2C, sus siglas en inglés]) en www.segurosocial.gov/employer/pub.htm (sólo disponible en inglés).

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

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

The screenshot shows the 'Log In to BSO' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header, there is a navigation bar with 'BSO Welcome | BSO Information | Keyboard Navigation'. The main content area is titled 'Log In to BSO' and includes a 'BSO HELP' link. On the left side, there is a sidebar with 'Online Services Availability' and a note: 'Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' The main form area contains fields for 'User ID:' and 'Password:', a 'Forgot your password?' link, and a series of terms and conditions. At the bottom, there are 'Cancel' and 'Login' buttons. A footer at the very bottom 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 1-800-326-6778.'

Paso 3: Ingrese su User ID (identificación del usuario) y contraseña.

Paso 4: Seleccione el botón de «**I Accept**» (en español, Acepto) después de leer las condiciones definidas en la página, Log In to BSO. Pulse en el botón que dice **Login** para mostrar la página de BSO Main Menu. (Para regresar a la página de Bienvenida del BSO, pulse en el botón que lee, «**Cancel**» (cancelar).

The screenshot shows the 'Business Services Online' main menu. At the top, it says 'Social Security Online' and 'Business Services Online'. Below that, there are navigation links: 'www.socialsecurity.gov', 'BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation', and 'LOGOUT | BSO HELP'. The main content area is titled 'Main Menu' and includes a welcome message for 'JANE DOE' with a password expiration date of 'September 15, 2008'. There are several menu items with descriptions: 'Report Wages To Social Security', 'View File / Wage Report Status with Name / SSN Errors', 'Social Security Numbers Verification Service', 'Form SSA-1694 Request for Business Entity Taxpayer Information', and 'Account Maintenance'. A sidebar on the left contains 'Online Services Availability' and a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom, there is a footer with 'www.socialsecurity.gov' and 'BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation'.

Paso 5: Seleccione el enlace de **Report Wages to Social Security** en la página principal del BSO.

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 de Report Wages to Social Security (Informar salarios al Seguro Social).

Paso 6: Seleccione el enlace de **Submit/Resubmit a W-2 Wage File, W-2 Online, and W-2c Online and View Submission Status** en la página de Report Wags to Social Security (en español, Presentar o Presentar de nuevo un Archivo de salarios W-2, W-2 por Internet, y W-2c por Internet y mirar el estado de presentación).

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

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

El sistema mostrará la página, Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status (en español, Presentar o Presentar de nuevo un Archivo de salarios W-2, W-2 por Internet, y W-2c por Internet y mirar el estado de presentación).

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 the header, there is a navigation bar with "www.socialsecurity.gov" and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation". The main content area is titled "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status" and includes a "LOGOUT | BSO HELP" link. A breadcrumb trail reads "BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". On the left side, there is a section for "Online Services Availability" with a list of hours: Monday-Friday: 5 AM - 1 AM ET, Saturday: 5 AM - 11 PM ET, and Sunday: 8 AM - 11:30 PM ET. Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area contains several sections: "Submit a W-2 Wage File" (with a description of the EFW2 format and a note about resubmission), "View Submission Status Information" (with a description of viewing current status), "Create Form W-2 Online" (with sub-sections for "Enter Form W-2", "Resume Unsubmitted W-2s", and "Download Submitted W-2s"), and "Create Forms W-2c Online" (with sub-sections for "Enter Forms W-2c", "Resume Unsubmitted W-2c", and "Download Submitted W-2c"). At the bottom of the main content area, there is a "BSO Main Menu" button. The footer of the page includes "www.socialsecurity.gov" and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation", along 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."

Paso 7: Seleccione el enlace de **Submit a W-2 Wage File** en la página de Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status.

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

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.

El sistema mostrará la página «Wage Reporting Attestation» (verificación de informe de salarios).



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

Paso 8: Pulse el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página de verificación. El sistema mostrará la página, Before You Start (en español, Antes de que comience).

(Para regresar a la página principal del BSO, pulse el botón de «**I DO NOT Accept**»).

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

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

BSO Help

Before You Start

Name: BILL BREESE

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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

Paso 9: Seleccione el botón de **Continue** después de verificar que ha asegurado la calidad de su presentación y de compresar su(s) archivo(s). El sistema mostrará la página de «What's in the file?».


(Para regresar a la página principal del BSO, pulse el botón que lee, «**Quit without sending**» (salir sin enviar).

Paso 10: Si hay múltiples números de identificación del empleador asociados con el presentador, entonces aparecerá un encasillado de lista de números de identificación del empleador (EIN, sus siglas en inglés). Debe seleccionar un EIN de la lista. De otro modo, proceda al Paso 12.

Paso 11: Pulse el botón de «**New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)**» y seleccione el botón de «**Continue**» para acceder la página de «**Submit your file**». El botón de «**Back to Step 1**» (en español, Regresar al Paso 1) mostrará la página, Before You Start, y el botón de «**Quit without sending**» (en español, Salir sin enviar) mostrará la página principal de BSO.

Please select the type of wage report you are submitting.

- New W-2s/W-3s for current or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

 **Social Security Online**
Business Services Online

Social Security's Business Services Online (BSO)

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BSO Help

Submit Your File

Name: BILL BREESE

Steps: [1. Before You Start](#) | [2. What's in the File?](#) | [3. Submit Your File](#) | [4. Confirmation](#)

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

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

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

Paso 12: Indique el nombre del archivo en el campo de Select file (en español, Seleccionar el archivo) o seleccione el botón de **Browse** (en español, Hojear) a la derecha del campo para seleccionar el archivo.

Paso 13: Pulse el botón de **Submit** (en español, Presentar) para presentar el archivo al Seguro Social. El botón de **Previous Page** (en español, Página anterior) mostrará la página, What's in the File? y el botón de **Quit without sending** mostrará la página principal de BSO. Después de mostrar la ventana de Submission in Progress (en español, presentación de información en marcha) el sistema mostrará la página, Confirmation – Your File Was Received (en español, Confirmación - Su Archivo fue recibido) con una ventana despegable con la opción de imprimir la confirmación.

Paso 14: Seleccione el botón de **OK** en la ventana desplegable para imprimir la página, Confirmation – Your File Was Received. De lo contrario, pulse el botón de **Cancel** para cerrar la ventana despegable.



NOTA

En este momento, imprima esta página y verifique el tamaño de su archivo.

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

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BSO Help

File Submission Confirmation

Name: BILL BREESE

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 07/31/2008 02:49 PM Eastern Standard Time Wage File Identifier (WFID): KVS434

Employer Identification Number (EIN): 112132133 Your File Name: New WinZip File.ZIP

File Size: 140 bytes (0.1 Kb) Assigned File Name: 11B7A742ACA676D7_2009KVS43401

Check the size of your file. How?
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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

Paso 15: Para presentar otro archivo, seleccione el botón de **Submit Another File** (en español, Presentar otro archivo) para regresar a la página, What's in the File? Para regresar a la página principal de BSO, seleccione el botón de **BSO Main Menu**.



NOTA

Si ocurre una interrupción en la comunicación mientras está presentando un Archivo de salario, acceda de nuevo el BSO y seleccione el enlace de **View File Wage Report Status [with or without] Name SSN Errors** (en español, Ver estado de archivo de salarios [con o sin] nombre o errores en el número de Seguro Social) en la página principal de BSO para determinar si el archivo fue enviado exitosamente. Si el sistema no muestra los datos presentados, tendrá que presentarlos de nuevo. Seleccione el mismo tipo de datos presentados que inicialmente escogió.

Lección 3: Cómo presentar un Archivo de información presentada anteriormente

Siga las siguientes instrucciones para presentar un Archivo de información presentada anteriormente a la Administración del Seguro Social. Use esta opción solamente si recibió un aviso del Seguro Social pidiéndole que corrija o presente de nuevo su información. El Número de identificación de empleador (EIN, sus siglas en inglés) de la persona que está presentando la información de salarios debe coincidir con el EIN de la persona que presentó el archivo originalmente.

Paso 1: Dirija su navegador a la página, BSO Welcome (en español, Bienvenido a los Servicios por Internet para negocios): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Pulse el botón de **Log In** (en español, Acceso) en la página, BSO Welcome. El sistema mostrará la página Log In to BSO (en español, acceso al BSO).

The screenshot shows the 'Log In to BSO' page on the Social Security Online website. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header, there is a navigation bar with 'www.socialsecurity.gov', 'BSO Welcome | BSO Information | Keyboard Navigation', and a 'BSO HELP' link. The main content area is titled 'Log In to BSO' and contains a login form with fields for 'User ID' and 'Password'. Below the form, there is a section for user certification with a list of terms and conditions, a checkbox for 'I Accept', and 'Cancel' and 'Login' buttons. A yellow warning box says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The footer includes contact information for customer service.

Paso 3: Ingrese su User ID (identificación del usuario) y contraseña

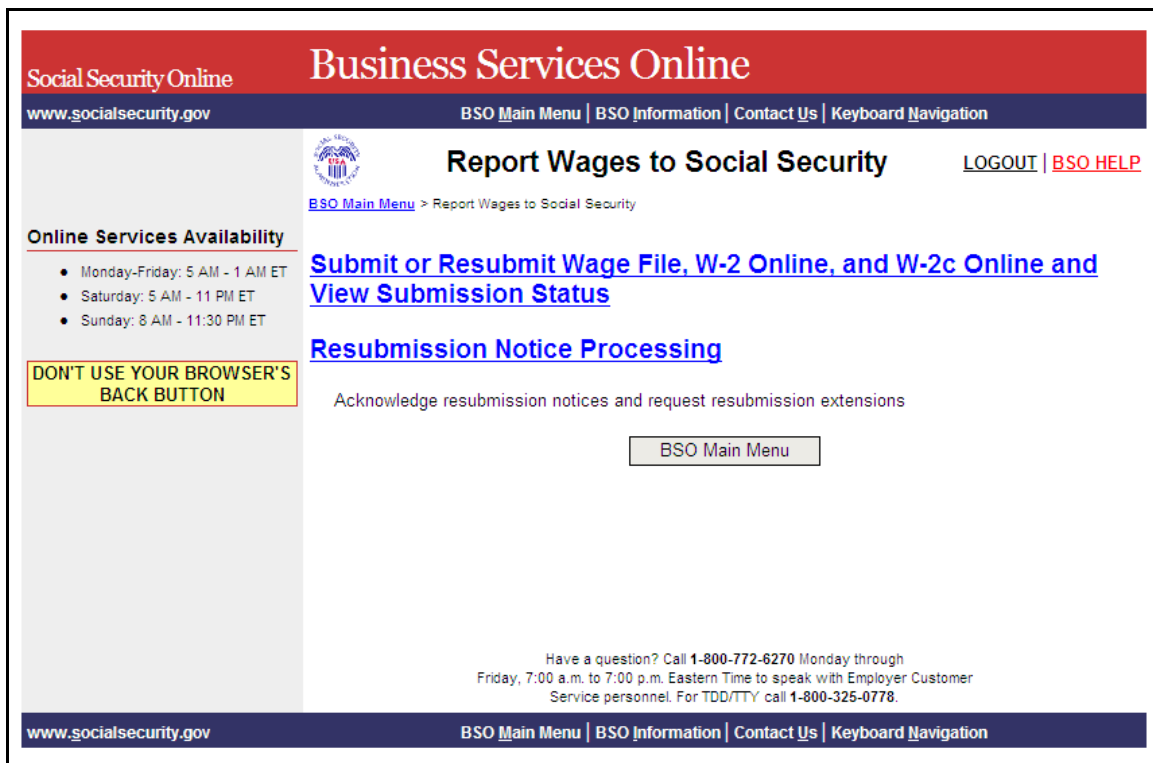
Paso 4: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página Log In to BSO. Pulse el botón que lee **Login** para mostrar la página principal del BSO. (Para regresar a la página de Bienvenida del BSO, pulse el botón que lee **Cancel**).

Paso 5: Seleccione el enlace de **Report Wages to Social Security** en la página principal del BSO.

[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 de Report Wages to Social Security (Informe salarios al Seguro Social).



Paso 6: Seleccione el enlace de **Submit/Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** (en español, Presentar o Presentar de nuevo un Archivo de salarios, un formulario W-2 por Internet, y un formulario W-2c por Internet, y ver estado de presentación).

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

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

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

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 the header is a navigation bar with "www.socialsecurity.gov" and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation". The main content area is titled "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". There are links for "LOGOUT" and "BSO HELP". A breadcrumb trail reads "BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". On the left, there is a sidebar with "Online Services Availability" listing hours for Monday-Friday, Saturday, and Sunday. A yellow box contains the warning "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area has several sections: "Submit a W-2 Wage File" with a description and a note; "View Submission Status Information" with a description; "Create Form W-2 Online" with sub-sections for "Enter Form W-2", "Resume Unsubmitted W-2s", and "Download Submitted W-2s"; and "Create Forms W-2c Online" with sub-sections for "Enter Forms W-2c", "Resume Unsubmitted W-2c", and "Download Submitted W-2c". At the bottom, there is a "BSO Main Menu" button and 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." The footer contains "www.socialsecurity.gov" and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation".

Paso 7: Seleccione el enlace de **Submit a W-2 Wage File** en la página de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**.

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

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.

El sistema mostrará la página Wage Reporting Attestation (Confirmación de Informe de Salarios).



The screenshot shows the 'Wage Reporting Attestation' page from Social Security Online Business Services Online (BSO). At the top, there is the Social Security Administration logo and the text 'Social Security Online Business Services Online' with a subtitle 'Social Security's Business Services Online (BSO)'. Below this, the title 'Wage Reporting Attestation' is centered. The main content area contains the following text:

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.

At the bottom of the page, there are two buttons: 'I Accept' and 'I DO NOT Accept'.

Paso 8: Seleccione el botón de **I Accept** después de leer las condiciones definidas en la página, Wage Reporting Attestation. El sistema mostrará la página, Before You Start (en español, Antes de comenzar).

(Para regresar a la página principal del BSO, pulse el botón que le **I DO NOT Accept** [No acepto].)

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Social Security's Business Services Online (BSO)

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BSO Help

Before You Start

Name: BILL BREESE

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed).
WinZip and PKZip are examples of acceptable compression packages.
Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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Paso 9: Seleccione el botón de **Continue** (en español, Continuar) después de verificar que usted ha asegurado la calidad de la información que va a presentar y que ha comprimido correctamente su(s) archivo(s). El sistema mostrará la página, What's in the File? (en español, ¿Qué contiene el Archivo?).

(Para regresar a la página principal del BSO, pulse el botón que lee **Quit without sending**.)

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BSO Help

What's in the File?

Name: BILL BREESE

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Please select the type of wage report you are submitting.

- New W-2s/W-3s for current or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

Quit without sending Back to Step 1 Continue

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

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

Paso 10: Si hay múltiples números de identificación de empleador (EIN, sus siglas en inglés) asociados con el presentador, entonces aparecerá un encasillado de lista de números de identificación del empleador (EINs). Debe seleccionar un EIN de la lista. De lo contrario, proceda al Paso 12.

Employer Identification Number

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

Please select a submitter EIN for this file: 001001004

Paso 11: Seleccione el botón de **Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)** (en español, Presentar información de nuevo para corregir errores que no permitieron al Seguro Social procesar un archivo presentado previamente (**Seleccione solamente si recibió un Aviso para presentar información de nuevo**)). El sistema activará los campos debajo del botón de Resubmission.

Please select the type of wage report you are submitting.

New W-2s/W-3s for current or previous tax year (EFW2)

New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)

Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Please enter the following information from the Resubmission Notice:

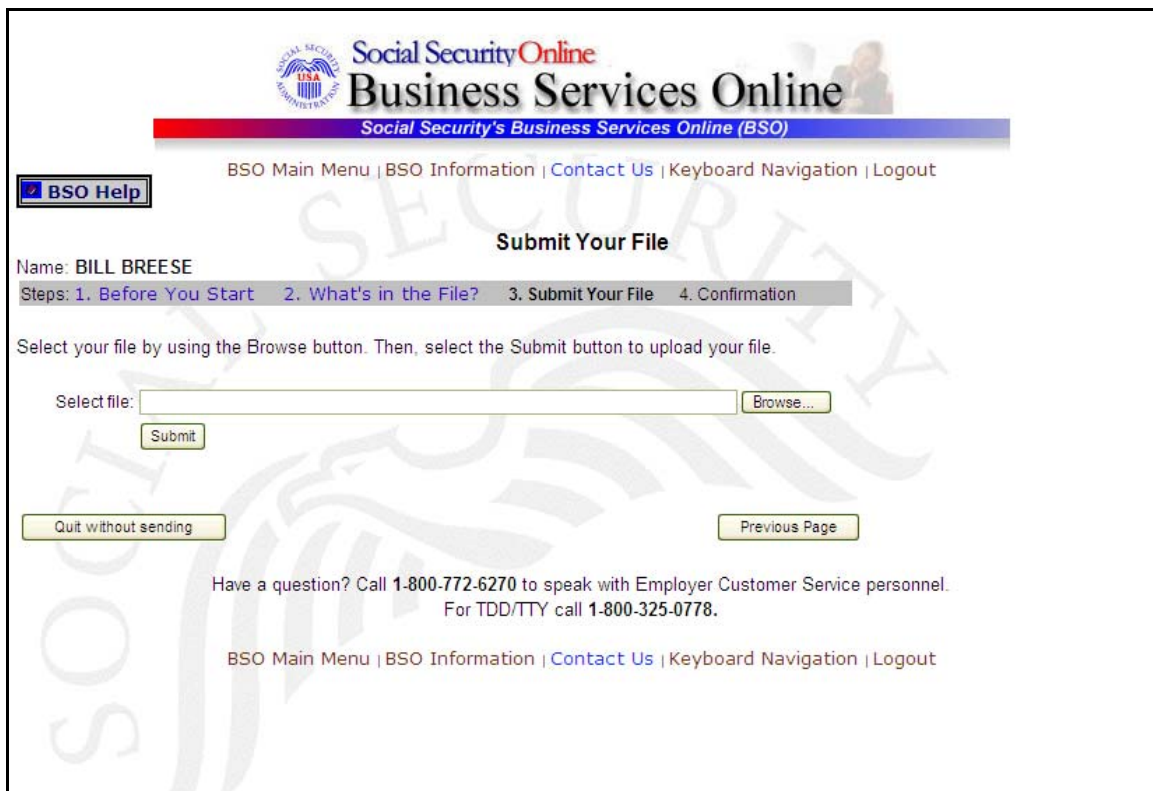
Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Paso 12: Seleccione el Año de acuse original en el campo de **Original Receipt Year (not Tax Year)** (en español, Año de acuse original [no el año tributable]) del menú desplegable.

Paso 13: Entre el WFID en el campo de Wage File Identifier (WFID) (en español, Identificador de Archivo de salario [WFID, sus siglas en inglés]).

Paso 14: Seleccione el botón de **Continue** para acceder la página, Submit Your File (en español, Presentar su archivo). El botón de **Back to Step 1** (en español, Regresar al Paso 1) mostrará la página, Before You Start y el botón de **Quit without sending** (en español, Salir sin enviar) mostrará la página principal de BSO.



Social Security Online
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[BSO Help](#)

Submit Your File

Name: BILL BREESE

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

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

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

Paso 15: Indique el nombre del archivo en el campo de Select file (en español, Seleccionar el archivo) o seleccione el botón de **Browse** (en español, Hojear) a la derecha del campo para seleccionar el archivo.

Paso 16: Seleccione el botón de **Submit** (en español, Presentar) para presentar el archivo al Seguro Social. El botón de **Previos Page** (en español, Página anterior) mostrará la página, What's in the File? y el botón de **Quit without sending** mostrará la página principal de BSO. Después de mostrar la ventana de Submission in Progress (en español, presentación de información en marcha) el sistema mostrará la página, Confirmation – Your File Was Received (en español, Confirmación – Su Archivo fue recibido).

Paso 17: Seleccione el botón de **OK** en la ventana desplegable para imprimir la página, Confirmation – Your File Was Received.



En este momento, imprima esta página y verifique el tamaño de su archivo.

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BSO Help

File Submission Confirmation

Name: BILL BREESE
Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 07/31/2008 02:49 PM Eastern Standard Time	Wage File Identifier (WFID): KVS434
Employer Identification Number (EIN): 112132133	Your File Name: New WinZip File.ZIP
File Size: 140 bytes (0.1 Kb)	Assigned File Name: 11B7A742ACA676D7_2009KVS43401

Check the size of your file. How?
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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Paso 18: Para presentar otro archivo, seleccione el botón de **Submit Another File** (en español, Presentar otro archivo) para regresar a la página, What's in the File? Para regresar a la página principal de BSO, pulse el botón de **BSO Main Menu**.



NOTA

Si mientras está presentando un archivo de salarios ocurre una interrupción en la comunicación, acceda al sistema de nuevo y seleccione el enlace de «**View File Wage Report Status [with or without] Name SSN Errors**» de la página principal del BSO para determinar si la transferencia del archivo fue exitosa. Si no muestra el archivo, tendrá que presentarlo nuevamente. Seleccione el tipo de presentación que seleccionó originalmente.

Lección 4: Cómo presentar un Archivo de reconciliación

Siga las siguientes instrucciones para presentar un Archivo de reconciliación a la Administración del Seguro Social. Use esta opción solamente si usted recibió una carta de la Administración del Seguro Social notificándole de una discrepancia entre las cantidades de dinero mostradas en un formulario W-3 enviado a la Administración del Seguro Social y un Formulario 941 enviado al IRS.

Paso 1: Dirija su navegador a la página, BSO Welcome (en español, Bienvenido a los Servicios por Internet para negocios): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Login** (en español, Acceso) en la página, BSO Welcome. El sistema mostrará la página de Log In to BSO (en español, acceso al BSO).

The screenshot shows the 'Log In to BSO' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a navigation bar with 'www.socialsecurity.gov', 'BSO Welcome', 'BSO Information', and 'Keyboard Navigation'. The main content area is titled 'Log In to BSO' and includes a 'BSO.WELCOME > Login' link. On the left, there is a sidebar with 'Online Services Availability' and a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main form has 'User ID' and 'Password' fields, a 'Forgot your password?' link, and a checkbox for 'I Accept'. Below the checkbox are 'Cancel' and 'Login' buttons. At the bottom, there is contact information for customer service.

Paso 3: Ingrese su User ID (identificación del usuario) y contraseña.

Paso 4: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página de Log In to BSO. Pulse el botón de Login para mostrar la página principal del BSO. (Para regresar a la página principal del BSO, pulse el botón de **Cancel**.)

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO) PARA EL AÑO TRIBUTABLE (TTY08) PRESENTAR UN ARCHIVO DE SALARIOS

Social Security Online
www.socialsecurity.gov

Business Services Online
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, JANE DOE
Your password expires on **September 15, 2008**

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

[View File / Wage Report Status with Name / SSN Errors](#)
View report status, errors and notice information

[Social Security Numbers Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

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

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

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

Paso 5: Seleccione el enlace de **Report Wages to Social Security** (en español, Presentar 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 (en español, Presentar salarios al Seguro Social).

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: Seleccione el enlace de **Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status** en la página de Report Wages to Social Security.

(Para regresar a la página principal del BSO, pulse el botón de **BSO Main Menu**.)

[**Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status**](#)

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

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 the header is a navigation bar with links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". It includes a "Logout" and "BSO HELP" link. A breadcrumb trail shows the path: "BSO Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status". On the left side, there is a section for "Online Services Availability" with a list of hours: Monday-Friday (5 AM - 1 AM ET), Saturday (5 AM - 11 PM ET), and Sunday (8 AM - 11:30 PM ET). Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area has several sections: "Submit a W-2 Wage File" (with a description of the EFW2 format and a note about resubmission), "View Submission Status Information" (with a description of viewing current status), "Create Form W-2 Online" (with sub-sections for "Enter Form W-2", "Resume Unsubmitted W-2s", and "Download Submitted W-2s"), and "Create Forms W-2c Online" (with sub-sections for "Enter Forms W-2c", "Resume Unsubmitted W-2c", and "Download Submitted W-2c"). At the bottom of the main content area is a "BSO Main Menu" button. The footer contains 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." The footer also includes the "www.socialsecurity.gov" URL and the same navigation links as the top bar.

Paso 7: Seleccione el enlace **Submit a W-2 Wage File** (en español, Presentar un archivo de salarios W-2) en la página de Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status.

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

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.

El sistema mostrará la página de Wage Reporting Attestation (verificación de presentación de salarios).



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

Paso 8: Pulse el botón de **I accept** después de leer las condiciones definidas en la página de Wage Reporting Attestation (confirmación de presentación de salarios). El sistema mostrará la página de Befote You Start (antes de que comience).

(Para regresar a la página principal del BSO, pulse el botón de **I DO NOT Accept** (No acepto).

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

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

BSO Help

Before You Start

Name: BILL BREESE

Steps: **1. Before You Start** | 2. What's in the File? | 3. Submit Your File | 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
What do these programs check?
Which errors are most critical to fix?
[Download AccuWage](#) | [Download AccuW2C](#)

2. Zip Your File
If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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

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Paso 9: Seleccione el botón de **Continue** después de verificar que ha asegurado la calidad de su informe y que sus archivos estén comprimidos apropiadamente. El sistema mostrará la página de What's in the File? (¿Qué hay en el archivo?).

(Para regresar a la página principal del BSO, pulse el botón que lee **Quit without sending** (salir sin enviar).

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BSO Help

What's in the File?

Name: BILL BREESE

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Please select the type of wage report you are submitting.

New W-2s/W-3s for current or previous tax year (EFW2)

New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)

Resubmission to correct errors that prevented SSA from processing a previously submitted file
(Select only if you have received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

Quit without sending Back to Step 1 Continue

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

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Paso 10: Si hay múltiples números de identificación del empleador (EIN, sus siglas en inglés) asociados con el presentador, entonces aparecerá un encasillado con una lista de EINs. Debe seleccionar un EIN de la lista. De lo contrario, proceda al Paso 12.

Employer Identification Number

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

Please select a submitter EIN for this file: 001001004

Paso 11: Seleccione el tipo de archivo apropiado (New W-2, New W-2c, or Resubmission) (en español, W-2 nuevo, W-2c nuevo, o volver a presentar).

Paso 12: Seleccione el encasillado de **Yes, I am uploading this file because SSA sent a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3)**, (en español, Sí, estoy cargando este archive debido a que el Seguro Social envió una carta indicando que las cantidades de dinero informadas al IRS (941) no concuerdan con las cantidades informadas al Seguro Social (W-3).

Paso 13: Pulse el botón de **Continue** (en español, Continuar) para acceder la página de Submit Your File (presentar su archivo). El botón de **Back to Step 1** (en español, Regresar al Paso 1) mostrará la página de Befote You Start (antes de que comience) y el botón de **Quit without sending** mostrará la página principal de BSO.

The screenshot displays the 'Social Security Online Business Services Online (BSO)' interface. At the top, there is a navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', 'Keyboard Navigation', and 'Logout'. Below this, a 'Submit Your File' section is shown for user 'BILL BREESE'. The progress bar indicates the user is on step 3 of 4. The main area contains a 'Select file:' input field with a 'Browse...' button and a 'Submit' button. At the bottom of the form area, there are buttons for 'Quit without sending' and 'Previous Page'. A footer section provides contact information: 'Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' and repeats the navigation links.

Paso 14: Escriba el nombre del archivo en el campo de Select file (seleccione el archivo) o pulse el botón de **Browse** (curiosear) al lado derecho del campo para seleccionar el archivo.

Paso 15: Pulse el botón de **Submit** para presentar el archivo al Seguro Social. (el botón de **Previous Page** muestra la página de What's in the File? (¿Qué hay en el archivo?) y el botón de **Quit without sending** muestra la página principal del BSO). Después de mostrar la ventana de Submission in Progress (para archivos grandes), el sistema mostrará la página de Confirmation – Your File Was Received (Confirmación – Su archivo fue recibido) con una ventana despegable con la opción de pedir que se imprima la confirmación.

Paso 16: Seleccione el botón de **OK** en la ventana desplegable para imprimir la página, Confirmation – Your File Was Received. De lo contrario, pulse el botón de **Cancel** para cerrar la ventana despegable.



NOTA

En este momento, imprima esta página y verifique el tamaño de su archivo.

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

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BSO Help

File Submission Confirmation

Name: BILL BREESE

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 07/31/2008 02:49 PM Eastern Standard Time Wage File Identifier (WFID): KVS434

Employer Identification Number (EIN): 112132133 Your File Name: New WinZip File.ZIP

File Size: 140 bytes (0.1 Kb) Assigned File Name: 11B7A742ACA676D7_2009KV/S43401

Check the size of your file. How?
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

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

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Paso 17: Para presentar otro archivo, seleccione el botón de **Submit Another File** (en español, Presentar otro archivo) para regresar a la página, What's in the File? Para regresar a la página principal de BSO, seleccione el botón de **BSO Main menu**.



NOTA

Si mientras está presentando un archivo de salarios ocurre una interrupción en la comunicación, acceda al sistema de nuevo y seleccione el enlace de «**View File Wage Report Status [with or without] Name SSN Errors**» de la página principal del BSO para determinar si la transferencia del archivo fue exitosa. Si no muestra el archivo, tendrá que presentarlo nuevamente. Seleccione el tipo de presentación que seleccionó originalmente.