



BSO Tutorial for Tax Year 2011

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- [Request Online SSN Verification](#)
- [Submit an Electronic File for SSN Verification](#)
- [View Status and Retrieval Information](#)
- [View Social Security Number Verification Service Handbook](#)

LESSON 1: REQUEST AN ONLINE SSN VERIFICATION

Registered users (employers and certain third-party submitters) can verify up to 10 names and Social Security Numbers (SSNs) online and receive immediate results.



In order access the Social Security Number Verification Service (SSNVS) users must first register with the Integrated Registration Services (IRES) and receive a User Identification Number (User ID) and password.

To request access to SSNVS, after you have registered, complete the following steps:

STEP 1: Point your browser to the Business Services Online (BSO) Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

Online Services Availability

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

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

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

I have read & agree to these terms.

Log In

www.socialsecurity.gov

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button. This will open the BSO Main Menu web page.



NOTE

To return to the BSO Welcome page, select the **BSO Welcome** link.

Social Security Online
www.socialsecurity.gov

Business Services Online

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Main Menu [HELP](#)

MARY VALIDATOR
[Logout](#)

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[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 errors and error notices for wage files and/or wage reports submitted by or for your company

[Social Security Number 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

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

www.socialsecurity.gov

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

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.

Social Security Online
www.socialsecurity.gov

Business Services Online

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Social Security Number Verification Service [HELP](#)

MARY VALIDATOR

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

[Request Online SSN Verification](#)
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

[Submit an Electronic File for SSN Verification](#)
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)
View the current status of a submission.

[View Social Security Number Verification Service Handbook](#)
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

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


STEP 6: Select the **Request Online SSN Verification** link. (To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[Request Online SSN Verification](#)

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

The system displays the SSNVS Attestation page.

Social Security Online	Business Services Online
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Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

[SSNVS Attestation](#)

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third-Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;


or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

STEP 7: Select the **I Accept** button to indicate you have read the SSNVS user certification statement and agree to its contents. The system will then display the SSN Verification page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

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

 **Social Security Number Verification System (SSNVS)**

[SSNVS Help](#)

SSN Verification

Name: MARY VALIDATOR

Please enter the following information for each employee you would like to verify. Mandatory fields are indicated by an *. Field specific help is available by selecting the underlined links below.

Please Note:

- Effective 09/24/11, gender is no longer used as part of the SSN verification process.
- All verified, unverified and deceased records will be returned.
- In the event SSNVS may not be able to process your request, you will be given two (2) options:
 - Overnight Processing - saves the data you entered to a file for overnight processing and displays a confirmation number on the Confirmation page that you will need to check the status of your request
 - BSO Main Menu - cancels the request and any data you entered on the SSN Verification form is not saved

* [Employer's EIN](#) The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.
(9 9 9 9 9 9 9 9)

	* SSN <small>(9 9 9 9 9 9 9 9)</small>	* First Name	Middle Name	* Last Name	Suffix	Date of Birth <small>(M M D D Y Y Y Y)</small>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.

This page contains confidential information. Please keep the printed / saved page in a secure place.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: In the Employer’s EIN field place the EIN of the employer under which wages are to be reported for the names and SSNs being verified. Complete one (1) row for each name and SSN you would like to verify. You must complete all mandatory fields in at least one (1) row before selecting the **Submit** button.



- The Employer's EIN, SSN, First Name and Last Name fields are mandatory.
- The Middle Name, Suffix, and Date of Birth (DOB) fields are optional.

STEP 9: Select the **Submit** button to process the data (Otherwise, select the **Clear Form** button to delete the data.). The system displays the SSN Verification Results page.

Social Security Online
Business Services Online

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Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

SSN Verification Results

Employer's EIN: 010000000 Name: JOHN BENT

Records Submitted: 4
Failed: 4
Verified Records: 0

The following table displays your submitted results. The first column indicates if the submitted record verified, failed or employee is deceased. The first five digits of the SSN will be masked for verified records and records with a verification results code of 3 or 6.

- Failed - Data does not match Social Security Administration's records. Select [What to do if an SSN Fails to Verify](#) for more information.
- Deceased - Data matches Social Security Administration's records, and our records indicate that the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security field office. Select [Field Office Locator](#) to find the office nearest you.
- Verified - Data matches Social Security Administration's records.

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Verification Results
Failed	449490703	KELLEY	RAE	REYNOLDS	-	10201965	1
Failed	085767000	SYLVESTER	-	WILLIAMS	-	08031955	1
Failed	309902002	THOMAS	EDWARD	NESE	-	02201978	1
Failed	240215300	MELISSA	CAROL	MILLER	-	05271977	5

Verification Results	
Code	Description
1	SSN not in file (never issued).
5	Name does not match, DOB not checked.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

This page will display:

- Left-Hand Menu – the Employer’s EIN, total number of records submitted, total number of failed verifications, total number of deceased records and total number of verified records.
- Body – All of the information submitted by the user plus the verification results code.



*If any problems occur with the submission the system will display the Convert to Batch page. Select the **Overnight** button and SSA will process your request and send you the results within 2 business days. Follow the instructions in [Lesson 2: Submit an Electronic File for SSN Verification](#) for more information.*

STEP 10: The SSN submitted for verification matches SSA's records.

The user will see a “-“ in the Verification Results field.



For security reasons, if the record has a “-” Verification Result, the first five (5) positions of the SSN will be masked with an "X".

STEP 11: The SSN submitted for verification matches SSA's records but our records indicate the individual is deceased.

The user will see the word “Deceased” in the Results column and a “-“ in the Verification Results field.

STEP 12: If there are failed verifications, the number in the Verification Results column displays the reason for the failed verification.

The following are failed verification result code descriptions:

- 1 SSN not in file (never issued).
- 3 Name matches; DOB does not match.
- 5 Name does not match; DOB not checked.
- 6 SSN did not verify; other reason.

**NOTE**

For security reasons, if the record has a verification results code of 3 or 6, the first five (5) positions of the SSN will be masked with an "X".

*If the data does not match SSA's records, select the **What to do if an SSN Fails to Verify** link to view important information.*

STEP 13: Select the **Verify More SSNs** link to verify additional SSNs (To return to the BSO Main Menu page, select the **BSO Main Menu** link.).

LESSON 2: SUBMIT AN ELECTRONIC FILE FOR SSN VERIFICATION

Follow the instructions below to upload a file containing names and SSNs to be verified by the SSA. The results are usually available the next government business day.

STEP 1: Point your browser to the BSO Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button (To return to the BSO Welcome page, select the **BSO Welcome** link). The system displays the BSO Main Menu page.

Social Security Online
www.socialsecurity.gov

Business Services Online

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Main Menu [HELP](#)

MARY VALIDATOR

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[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 errors and error notices for wage files and/or wage reports submitted by or for your company

[Social Security Number Verification Service](#)
Request online SSN verification, or
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[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

www.socialsecurity.gov

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STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.

STEP 6: Select the **Submit an Electronic File for SSN Verification** link.


(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[Submit an Electronic File for SSN Verification](#)

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

The system displays the SSNVS Attestation page.

Social Security Online	Business Services Online
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 **Social Security Number Verification System (SSNVS)**

OMB Approval No. 0960-0660 Expires 11/30/12
SSNVS Attestation

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

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User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

STEP 7: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Submit a File for SSN Verification – Before You Start page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

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Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Submit a File for SSN Verification - Before You Start

Name: JOHN BENT

Steps: 1. Before You Start 2. Submit Your File 3. Confirmation

1. Before You Start

The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**
Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.
 - We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.
[Submission File Format](#)
 - Do **NOT** send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.
 - Effective 09/24/11, gender is no longer used as part of the SSN verification process. You do not need to make any changes to the file format. If a value is included in position 7547 of a file, we will remove it and replace it with a blank prior to the verification attempt. All returned files will have a blank in position 7487.
- **Zip Your File**
If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

[BSO Main Menu](#) [Continue](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

STEP 8: Select **Continue** after reading the information on the Submit a File for SSN Verification – Before You Start page. The system displays the Submit a File for SSN Verification – Submit Your File page.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Social Security Online
Business Services Online

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Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Submit a File for SSN Verification - Submit Your File

Name: MARY VALIDATOR

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. [Confirmation](#)

2. Submit Your File

- First, enter the Employer's EIN. (Also select a Submitter's EIN if required.)
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

* [Employer's EIN](#) The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.

Select file

Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your file submission is complete.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 9: Enter the Employer's EIN of the employer under which wages are to be reported for the names and SSNs being verified. If you know the name of the file you wish to upload, type the file name in the **Select file** field or select a file from your local or network directory by selecting the **Browse** button.



TIPS

- The file should contain no more than 250,000 SSN verification requests.*
- If you have over 500 SSN verification requests or you have a slow connection it is recommended that you zip your file using WinZip, PKZIP, or another zip-compatible program.*

STEP 10: Select the **Submit** button. The system displays a file upload in process pop-up window.



Once the file has been transferred, the system displays the Submit a File for SSN Verification – Confirmation page.

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 **Social Security Number Verification System (SSNVS)**

[SSNVS Help](#)

Submit a File for SSN Verification - Confirmation

Name: MARY VALIDATOR

Steps: 1. [Before You Start](#) 2. [Submit Your File](#) 3. **Confirmation**

3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.

Confirmation Number assigned by SSA: **12C7AED46D4F103D**

Date: 11/23/2010 05:49 PM Eastern Time Your file name: good_data.bt Assigned file name: 12C7AED46D4F103D_F790017E File size: 1,846 bytes (1.8 Kb)

What You Should Do Next:
Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

What to expect:
You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

Thank you for submitting your file using Business Services Online.

[BSO Main Menu](#) [Submit Another File](#)

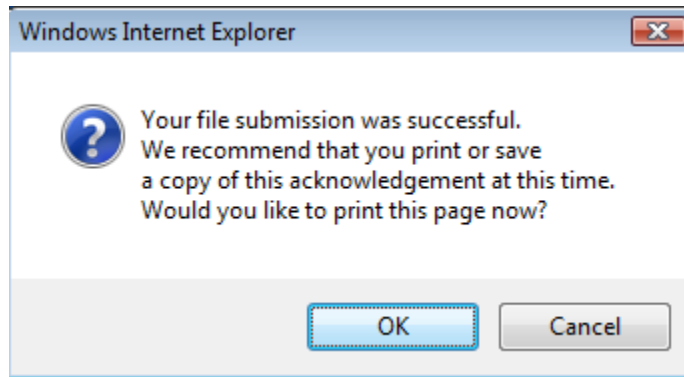
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.



Be sure to keep a record of your confirmation number. You will need it to track the status of your submitted file.

TIPS

STEP 11: Select the **OK** button in the pop-up window to print the Submit a File for SSN Verification - Confirmation page.



Otherwise select the **Cancel** button to close the pop-up window

STEP 12: Select the **Submit Another File** button to submit another file or select the **BSO Main Menu** button to return to the BSO Main Menu page.

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the status of electronic files submitted for overnight processing.

STEP 1: Point your browser to the BSO Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

The screenshot shows the 'Log In to Online Services' page. At the top, it says 'Social Security Online' and 'Business Services Online'. Below that, there are navigation links: 'BSO Welcome', 'BSO Information', and 'Keyboard Navigation'. A 'HELP' link is in the top right corner. The main heading is 'Log In to Online Services'. A red warning message reads: 'For your security, please log out of the application and close all Internet windows when you are finished.' On the left, 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. The main content area is divided into two columns. The left column is for 'New User?' and contains the text: 'You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.' Below this, it lists requirements for creating a new account: 'Provide personal information', 'Provide contact information', and 'Create your password and security questions'. There is a link 'Create Log In Account' and a question: 'Did you register with SSA by phone or paper form and need to create a password?'. The right column is for 'Existing User?' and contains the text: 'Please log in below:'. It has input fields for 'User ID:' and 'Password:'. Below these are links for 'Forgot user ID?' and 'Forgot your password?'. There is a 'User Certification' section with a text area containing: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.' and a checkbox labeled 'I have read & agree to these terms.' A 'Log In' button is at the bottom right of the form.

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button (To return to the BSO Welcome page, select the **BSO Welcome** link). The system displays the BSO Main Menu page.

The screenshot shows the Social Security Business Services Online (BSO) Main Menu page. The page has a red header with "Social Security Online" and "Business Services Online" text, and a dark blue navigation bar with "www.socialsecurity.gov" and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation". The main content area is divided into a left sidebar and a main menu. The sidebar contains sections for "MARY VALIDATOR" (with a "Logout" button), "Manage Account" (with links for "View / Edit Account Info", "Change Password", and "Disable Account"), "Manage Services" (with links for "View / Edit Services", "Request New Services", "View Pending Services", and "Enter Activation Code(s)"), and "Manage Employer Information" (with links for "Add/Update Employer Information" and "Remove Employer Information"). The main menu area features the "Main Menu" title, a "HELP" link, and three primary service links: "Report Wages To Social Security" (with sub-links for submitting W-2s, viewing submission status, requesting extensions, and viewing error notices), "Social Security Number Verification Service" (with sub-links for requesting online verification and submitting files), and "Form SSA-1694 Request for Business Entity Taxpayer Information" (with a sub-link for submitting or updating forms).

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.

STEP 6: Select the **View Status and Retrieval Information** link.


(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[View Status and Retrieval Information](#)

View the current status of a submission.

The system displays the SSNVS Attestation page.

Social Security Online	Business Services Online
------------------------	--------------------------


Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

[SSNVS Attestation](#)

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third-Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or


I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

STEP 7: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Status and Retrieval page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

Social Security Online
Business Services Online

[www.socialsecurity.gov](#) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval

Name: MARY VALIDATOR

There are three options for checking the status of your file(s):

Option 1 - Enter your 16 character confirmation number or your 8 character tracking number for submitted files. Select [Do you have a Tracking Number?](#) for more information.

Option 2 - View status of your submitted files by entering a range of submission dates.

Option 3 - Retrieve a list of your submitted files available to your User ID.

Option 1	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
Option 2	Range Start Date M M D D Y Y Y Y	<input type="text"/>	<input type="button" value="Submit"/>
	Range End Date M M D D Y Y Y Y	<input type="text"/>	
Option 3	All Submissions		<input type="button" value="Submit"/>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: Select one of the following options to view the status of your submitted file.

- Option 1:** Enter the specific tracking or confirmation number to view the status of an individual file.
- Option 2:** Enter a start and end date to view the status of files submitted within a date range.
- Option 3:** View the 100 most recent SSNVS file submissions associated with your User ID.



If the file you are searching for is not displayed, focus your search by using Option 1 or 2.

STEP 9: Select the corresponding **Submit** button. The system displays the Status and Retrieval Results page.

Social Security Online
Business Services Online

www.socialsecurity.gov | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)

Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval Results

Name: **MARY VALIDATOR**
 The following table displays your submitted file(s).

- You may retrieve your submission(s) by clicking the **VIEW** and/or **DOWNLOAD** link under Retrieval Options.
- Please note large files may take some time to open.
- Some SSNs may be masked. Select [Why Are Some SSNs Masked?](#) for more information.
- SSN did not verify? Select [What to do if an SSN fails to verify.](#)

Retrieval Options

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
 1. Right click "DOWNLOAD"
 2. Select "Save Target As"
 3. Complete the Save As dialog box

Status of Submissions: **12C7AED46D4F103D**

Select the links below for more information about your submission(s).

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
10/28/2010	12C7AED46D4F103D	-	-	-	-	IN PROCESS	1.8 KB	-	-

[Additional Status Request](#)
[What To Do If an SSN Fails to Verify](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: The status and retrieval options are displayed in a table; for a full explanation of each column, click on the column header. This opens a new browser to the SSNVS Help web page which is only accessible when logged into SSNVS.

Select the **Download/View** link in the Retrieval Option(s) column to view your results.



- For 10 or less SSNs submitted, the results may be downloaded or viewed online.
- For more than 10 SSNs submitted, the results may be downloaded only.

STEP 11: Select the link in the Status column for more information about the status of your submission, if applicable.

**NOTE**

- *The Available Through column displays the date the Status and/or Results are available to the user.*
- *Users are able to view or download the results for 30 days from the day they become available.*
- *After 30 days and up to two (2) years, the user can only view the status of their files.*
- *During the period files are available, you can download or view them an unlimited number of times.*

Lesson 4: View the SSNVS Handbook

The SSNVS Handbook can either be viewed by logging-in to the SSNVS application or by selecting the **SSNVS Handbook** links below.

- BSO Welcome page – <http://www.ssa.gov/bso/>
- SSNVS News page – <http://www.ssa.gov/employer/ssnvsNews.htm>
- SSNVS Information and Instructions page – <http://www.ssa.gov/employer/ssnv.htm#overview>

To access the SSNVS handbook from the SSNVS application, follow the instructions below.

STEP 1: Point your browser to the BSO Welcome page:

www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

Screenshot of the Social Security Administration Business Services Online (BSO) Log In to Online Services page. The page is divided into sections for New User and Existing User. The New User section includes instructions on how to create an account and a list of required information. The Existing User section includes fields for User ID and Password, links for "Forgot user ID?" and "Forgot your password?", and a "User Certification" section with a checkbox for "I have read & agree to these terms" and a "Log In" button.

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button (To return to the BSO Welcome page, select the **BSO Welcome** link). The system displays the BSO Main Menu page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

MARY VALIDATOR
Logout

Manage Account

- View / Edit Account Info
- Change Password
- Disable Account

Manage Services

- View / Edit Services
- Request New Services
- View Pending Services
- Enter Activation Code(s)

Manage Employer Information

- Add/Update Employer Information
- Remove Employer Information

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

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 errors and error notices for wage files and/or wage reports submitted by or for your company

Social Security Number 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

HELP

www.socialsecurity.gov

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

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Social Security Number Verification Service [HELP](#)

MARY VALIDATOR

Request Online SSN Verification
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

View Status and Retrieval Information
View the current status of a submission.

View Social Security Number Verification Service Handbook
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [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

STEP 6: Select the **View Social Security Number Verification Service Handbook** link.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[View Social Security Number Verification Service Handbook](#)

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

The system displays the SSNVS Handbook.

Social Security Online
www.socialsecurity.gov

Social Security Number Verification Service (SSNVS)

Home | Questions? | Contact Us

Search

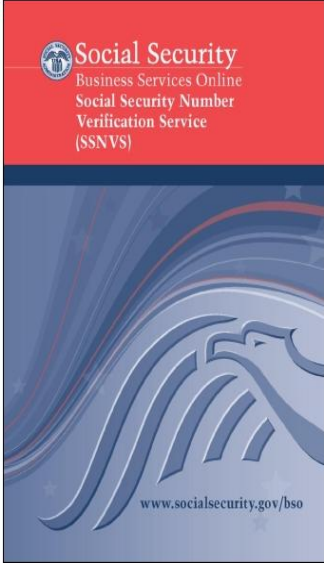
Social Security Number Verification Service (SSNVS) Handbook

If you are navigating using only the keyboard or using an assistive device and need help, visit our [Keyboard Commands](#) web page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.

[SSNVS Handbook \(246 KB\)](#)


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Social Security Administration
Office of Systems Electronic Services
6401 Security Boulevard
Baltimore, Maryland 21235

Updated December 2008

 USA.gov

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