

BSO Tutorial for Tax Year 2011



Submission Status

*Submission Status allows submitters to view the submission status, resubmission notice, errors, and detail submission information. You need to have the View File/Wage Report Status, Error, and Error Notices role in order to access the application. If you would like to view report level information submitted on your behalf by a third party, use the **Employer Report Status** application. See the Employer Report Status Tutorial for more information.*

STEP 1: Point your browser to the Business Services Online (BSO) “Welcome to Business Services Online” page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

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

Online Services Availability

BSO Information

- [BSO Electronic W-2 Filing Handbook](#)
- [Tutorial](#)
- [Suite of Services](#)
- [Navigation](#)
- [Online Security Policy](#)

Wage Reporting

Social Security

- [Frequently Asked Questions](#)
- [Employer W-2 Filing Instructions & Information](#)
- [W-2 News - Subscribe Today!](#)
- [Contact Us](#)

Internal Revenue Service

- [IRS Employment Tax & W-2 Requirements](#)
- [Apply For EIN](#)

SSN Verification

- [SSNVS Handbook](#)
- [CBSV](#)

Other Governmental & Employment Links

- [The Privacy Act and the Freedom of Information Act](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification News](#)
- [Form SSA-1694 News](#)

Business Services Online

Home [FAQs](#) [Contact Us](#) [Text Size](#)

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 Phone Registration" 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 links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer 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 may provide SSA with taxpayer identification information using the Form SSA-1694.

To Login or Register Online

Scroll to the top of this page and:

- **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.

[To complete a paper Form SSA-1694 with instructions](#)

[More information about Direct Payment, Attorneys and Appointed Representatives](#)

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 Saturday, Dec 04, 2010

[Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO “Welcome to Business Services Online” 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

HELP

Log In to Online Services

Online Services Availability

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

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

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.

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

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the “BSO Main Menu” page.

To return to the BSO “Welcome to Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

The screenshot shows the 'Business Services Online' main menu. 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', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Main Menu' and includes a 'HELP' link. On the left, there are four menu sections: 'ERESUB VALIDATION' 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 content area contains three sections: a welcome message for 'ERESUB VALIDATION' stating the password expires on May 05, 2009; a 'Report Wages To Social Security' section with a description of services; and a 'Social Security Number Verification Service' section with a description of services.

STEP 5: Select the **Report Wages to Social Security** link on the “BSO Main Menu” page. The system displays the “Wage Reporting Attestation” page.

The screenshot shows the 'Wage Reporting Attestation' page. 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', 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main content area is titled 'Wage Reporting Attestation' and includes a 'User Certification for Electronic Wage Reporting' section. This section contains a paragraph of text stating that the user understands that the Social Security Administration (SSA) will validate the information provided and certifies that they are the individual authorized to conduct business under this User ID. Below the text is a paragraph stating that by selecting the "I Accept" button, the user certifies that they have read, understand and agree to the user certification of Business Services Online. At the bottom of the certification section are two buttons: 'I Accept' and 'I DO NOT Accept'. At the very bottom of the page, there is a footer with contact information: '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 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home 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 | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 50 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 50 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 50 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)

Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[Alerts and News for EWR](#)

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)

[SSN Verification Handbook](#)

[Online Registration Handbook](#)

[Online Tutorial](#)

[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

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 7: Select the **View Submission Status** link to access Submission Status. The system displays Submission Search page.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov
[EWR Home](#) |
 [E-mail a Wage Reporting Expert](#) |
 [Keyboard Navigation](#) |
 [Logout](#)

Submission Status

EWR Handbook

Submission Search

Note: SSA will start processing your submissions in mid January. Submission information is not displayed for paper submissions.

Choose an option to view your submissions:

Search by Date

Search by WFID

You may select a specific option to view the submissions for the selected Receipt Year. If there are more than 500 submissions for the option that you have selected, only the first 500 submissions will be displayed. If you do not see the submission you are looking for in the results, please select a different option.

The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year:
 (For Submissions After 12/03/2010)
 Choose Receipt Year 2011):

Show the first 500 submissions for:

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: You can search a submission by Date or by WFID on the “Submission Search” page.

SEARCH BY DATE: Search by Date is a default tab.

Select a Receipt Year and a submission date range, then select **Continue** button to go to the “Search Results” page. If there are no submissions matching the date range selected, the system displays the [Search Results page with a message](#).

SEARCH BY WFID:


Select the Search by WFID tab to see the options listed on the “Submission Search” page. See [Step 8A](#).

STEP 8A: Select a Receipt Year and enter the WFIDs for the selected Receipt Year when you search by WFID on the “Submission Search” page.

If there are no submissions matching the WFID entered, the system displays the [Search Results page with a message](#).

If you do not enter the WFIDs, the system displays all of the WFIDs for the selected Receipt Year on the “Submission Results” page.

Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout


 **Submission Status**

1 Search Results 2 Submission 3 Report 4 Errors 5 Error Details

Submitter EIN: 53-0090868
Receipt Year: 2012
Range: 1/3/2012 - 1/5/2012


[New Search](#)

Search Results

 There are currently no submissions based on your search criteria.

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.

Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout


 **Submission Status**

1 Search Results 2 Submission 3 Report 4 Errors 5 Error Details

Submitter EIN: 53-0090868
Receipt Year: 2012

[New Search](#)

Search Results

 There are no submissions for the WFID(s) entered:
1.453QQQ

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.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Submission Status

1 Search Results
2 Submission
3 Report
4 Errors
5 Error Details

Submitter EIN: 94-2728480
Receipt Year: 2011

[New Search](#)

Search Results

WFID	Version	Status	Receipt Date	Status Date	Details	Resubmission Notice
KWB138	01	RETURN	10/08/2010	10/15/2010	Submission Details	View Notice
KWB138	02	RETURN	10/17/2010	10/22/2010	Submission Details	
KWB138	03	RETURN	11/01/2010	11/05/2010	Submission Details	View Notice
KWB138	04	RETURN	11/16/2010	11/22/2010	Submission Details	
KWB138	05	RETURN	11/29/2010	12/02/2010	Submission Details	View Notice

[Back to Top](#)

Back to Search
Print Page

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: On the Search Results page:

The Submission Status is displayed in the Status column. The possible submission statuses are: RECEIVED, IN PROCESS, COMPLETE, RETURN, DELETE, and DUPLICATE.

Select the column header WFID, Status or Receipt Date to sort submissions accordingly.

Select the specific Status to see an [Explanation of Processing Status Code](#).


Select the **Submission Details** link in the Details column to see the “Submission” page. If submission level error exists, the system displays the [Submission page with submission error](#).

If Resubmission Notice exists, select the **View Notice** link in the Resubmission Notice column to see the [Resubmission Notice](#).

Select the **Back to Search** button to return to the “[Submission Search](#)” page.

Select the **Print Page** button to print the “Search Results” page.

Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Submission Status**

1 [Search Results](#) 2 **Submission** 3 [Report](#) 4 [Errors](#) 5 [Error Details](#)

Submitter EIN: 53-0090868 WFID: KWB820
Receipt Year: 2011 Version: 01
Submitted: 11/17/2010
Submission Type: W-2c
Total Reports: 1

[New Search](#)

Submission Details

Overview File Name: N/A Submission Method: W2 ONLINE Submission Type: W-2c	Reports Total Reports 1 View All Reports Completed Reports 1 View Completed Reports
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Current Status
Submission Status: COMPLETE
Status Date: 11/19/2010

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: On the Submission page:

Select any link in the Reports section to go to the Report page.

Select **Search Results** link or the **Back to Search Results** button to return to the [Search Results](#) page.

Select the **Print Page** button to print the “Submission” page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Submission Status

1 Search Results

2 Submission

3 Report

4 Errors

5 Error Details

Submitter EIN: 53-0090868 Receipt Year: 2011	WFID: KWB821 Version: 01 Submitted: 11/17/2010 Submission Type: W-2c Total Reports: 1	Report #: Report EIN: Status: Name: # of Errors: 0
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[New Search](#)

Select Report

You can filter the total reports using one of the following options:

Enter a report range: From: To:
 Enter a report EIN:
 Select a report status: ALL ▼

[Filter Results](#)

1 report(s)

Report#	Report EIN	Company Name	Status	Reported W-2s	# of Errors	View W-3
1	501234555		COMPLETE	0000001	No errors	W-3 Details

[Back to Top](#)

[Back to Submission](#) [Print Page](#)

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 11: On the Report page:

Select one of the filter radio buttons to filter the total reports accordingly. The report table will be refreshed.

Select the specific status link in the Status column to see an [Explanation of Processing Status Code](#).

If the report has errors, select the # of Errors link to go to the Errors page.

Select the **W-3 Details** (or **W-3c Details**) link to view Detailed W-3 Information (or W-3c Information). See the screenshot below:

1 report(s)

Report#	Report EIN	Company Name	Status	Reported W-2s	# of Errors	View W-3	Detailed W-3 Information		
1	530090892	CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH+CASH	RETURN	0000008	1	W-3 Details		Reported	Processed
							SS Wages	\$9,999,999,999,999.99	\$347,033,057.75
							Medicare Wages, Tips	\$1,405,036,664.27	\$1,405,036,664.27
							Fed Taxable Income	\$762,779,334.86	\$762,779,334.86

[Back to Top](#)

Select the **Submission** link or the **Back to Submission** button to return to the [Submission](#) page.

Select the **Print Page** button to print the “Report” page.

Social Security Online **Electronic Wage Reporting (EWR)**

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Submission Status

1 [Search Results](#)

2 [Submission](#)

3 [Report](#)

4 **Errors**

5 [Error Details](#)

Submitter EIN: 38-3066835
 Receipt Year: 2011
[New Search](#)

WFID: KWB136
 Version: 01
 Submitted: 10/08/2010
 Submission Type: W-2
 Total Reports: 1

Report #: 1
 Report EIN: 530090892
 Status: RETURN
 Name: CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH+CASH
 # of Errors: 1

Critical: 1
 # Informational: 0

Report Errors for: CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH+CASH

Importance	Error Description	More Information
CRITICAL	Out of Balance Over Tolerance - Social Security Wages	Error Details

[Back to Top](#)

Back to Report

Print Page

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.

STEP12: On the Errors page:

Select the Importance link to see an [Explanation of the Error Importance](#).

Select the **Error Details** link to go to the Error Details page.

Select the **Report** link or the **Back to Report** button to return to the [Report](#) page.

Select the **Print Page** button to print the “Errors” page.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Submission Status

1 [Search Results](#)
2 [Submission](#)
3 [Report](#)
4 [Errors](#)
5 [Error Details](#)

Submitter EIN: 38-3066835 Receipt Year: 2011 New Search	WFID: KWB136 Version: 01 Submitted: 10/08/2010 Submission Type: W-2 Total Reports: 1	Report #: 1 Report EIN: 530090892 Status: RETURN Name: CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH+CASH # of Errors: 1	# Critical: 1 # Informational: 0
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Error Details for: Out of Balance Over Tolerance - Social Security Wages

Importance
[CRITICAL](#)

Description
We balance money fields by calculating totals for the Employee Wage Record money fields and comparing them to totals reported by submitters in the Total Record money fields. This error condition can be caused by the following: 1) negative amounts in the Employee Wage Record money fields - we process signed money fields as unsigned, which will change the totals you intended to report; 2) failure to initialize the Total Record money fields; 3) failure to correctly calculate Total Record money fields; 4) invalid record identifiers, which are dropped during processing; 5) fields in a record being shifted out of position; or 6) unreliable media that prevents all of the data from being accurately read.

Money Field(s)	Our RW Total(s)	Your RT Total(s)
Social Security Wages	\$347,033,057.75	\$9,999,999,999,999.99

Action
The error for which you have requested additional details is **CRITICAL**. As a result of this error, Social Security was not able to complete processing of this submission. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your submission and resubmit this file to Social Security. Instructions for correcting many common errors can be found in our [Online Error Reference Material](#). You can also download our free [AccuWage](#) software which allows you to check your W-2 or W-2c file for many commonly made errors prior to submitting it to Social Security.

[Back to Errors](#)
[Print Page](#)

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 13: On the Error Details page:

Select the Importance link to see an [Explanation of the Error Importance](#).

Select the [Online Error Reference Material](#) link to see Employer W-2 Filing Instructions & Information.

Select the [AccuWage](#) link to see AccuWage Information and Software.

Select the **Errors** link or the **Back to Errors** button to return to the [Errors](#) page.

Select the **Print Page** button to print the “Error Details” page.

APPENDIX: OTHER PAGES

1. Explanation of Processing Status Code (Submission Status) Page

Users can access this page by selecting the specific status link in the Submission Status column or the Report Status column on any error page. Here is an example of “RECEIVED”.

Explanation of Processing Status Code

You have requested information about the RECEIVED processing status code.

RECEIVED	Social Security has received your submission.
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Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.

2. Explanation of Error Importance Page

Users can access this page by selecting either “CRITICAL” link or “INFORMATIONAL” link in Importance column on any error page. Here is an example of “CRITICAL”.

Explanation of Error Importance

You have requested information about CRITICAL errors.

The error for which you have requested additional details is **CRITICAL**. As a result of this error, Social Security was not able to complete processing of this submission. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your submission and resubmit this file to Social Security.

Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.

3. Submission (with Error) Page

The “Submission (with error)” page displays any errors at the submission level.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Submission Status

1 Search Results

2 Submission

3 Report

4 Errors

5 Error Details

Submitter EIN: 94-2728480 Receipt Year: 2011	WFID: KVS231 Version: 01 Submitted: 03/07/2011 Submission Type: W-2 Total Reports: 0
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[New Search](#)

Submission Error

The submission contained invalid record identifiers. Five records with invalid record identifiers are encountered prior to the RF/RCF Record. Record identifiers must be RA/RCA, RE/RCE, RW/RCW, RO/RCO, RS/RCS, RT/RCT, RU/RCU, RV/RCV or RF/RCF. We do not process records with invalid record identifiers. Check the submission to ensure that all records contain valid record identifiers.

Current Status

Submission Status: RETURN
 Status Date: 03/17/2011
 File Name: W2COB.doc
 Submission Method: INTERNET

Reports

Due to the status of your submission, information on your reports is unavailable.

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.

4. Resubmission Notice Page

On the “[Search Results](#)” page, select **View Notice** link to see the “Resubmission Notice” page. If the Submission Notice displayed has not been acknowledged, the **Acknowledge This Notice** button will be displayed below the Submission Notice. Select the **Acknowledge This Notice** button to acknowledge that you have received the notice. The system displays the “Acknowledge Resubmission Notice and/or Request Extension” page in the Acknowledge Resubmission Notice and/or Request Extension application. See Acknowledge Resubmission Notice and/or Request Extension Tutorial for details.

NOTE: The **Acknowledge This Notice** button will take you out of the application. To return to the Submission Status application, go to [EWR home](#) page.

Select the **Back to Search Results** button to return to the “[Search Results](#)” page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Submission Status

Resubmission Notice

Date: 2010-11-06
Filing Method: INTERNET **WFID:** KW675 - 01
Receipt Year: 2011 **Notice ID:** *0000900560*

ABC DATA PROCESSING, ACCOUNTING + PAYROLL SYSTEMS SUPPORT
C/O SYSTEMS ANALYST 23
6321 B BROADWAY STREET
PENSACOLAVILLE CITTITY, FL 12345-6789

We found errors in your W-2 file that we cannot correct. You are required to verify receipt of this notice with SSA within 2 weeks of receipt.

WHAT YOU NEED TO DO

STEP 1
Select Log In on SSA's Business Services Online (BSO) Web site at <http://www.socialsecurity.gov/bsol/bsowelcome.htm> to view your error information. Then verify receipt of this notice within 2 weeks of the date above. You will need an active User ID and password to log on to BSO. If you do not have an active User ID and password, select Register. If you need assistance to view your errors or to acknowledge receipt of this notice, please refer to the BSO Electronic W-2 Filing Handbook at <http://www.socialsecurity.gov/employer/bsobnew.htm>.

STEP 2
Correct your file using your back-up copy of the file you originally sent us. Check Publication 42-007: Specifications for Filing Forms W-2 Electronically (EFW2) and make any necessary changes. If you need help correcting your file, call us toll free at 1-800-772-6270. If you need a copy of the EFW2 publication, visit our Web site and view or download a copy at <http://www.socialsecurity.gov/employer/pub.htm>.

If the company name and/or mailing address shown on this notice are incorrect, review the address information and EIN in the RA-Submitter Record of your EFW2 file prior to resubmitting the file.

STEP 3
Use BSO to resubmit your corrected file to Social Security within 45 days. Be sure to indicate that it is a resubmission when prompted for information about your file. You must keep a back-up copy of the corrected file for your records.

POSSIBLE PENALTIES
The Internal Revenue Service (IRS) may assess penalties for files that are not filed on time or not according to our requirements. Electronic filers must file correctly by the end of March. The amount of the penalty depends on the date a correct report is filed.

- \$30 per W-2 for correct filing after the last day of March for electronic submissions. If the due date falls on a Saturday, Sunday, or legal holiday, you must file by the next business day.
- \$60 per W-2 for correct filing after the timeframes above but before August 1.
- \$100 per W-2 for correct filing on or after August 1, or no report filed.

Since the file must be both on time and correct, the IRS may charge penalties for incorrect filing even if we receive the wage reports before the due date. We give you two attempts to correct a file before advising the IRS that the file is late.

A penalty may also apply if you do not return your file within 45 days.

WAGE REPORTING SERVICES ON THE INTERNET

- **EMPLOYER W-2 FILING INSTRUCTIONS AND INFORMATION**
SSA provides employers with access to many resources at <http://www.socialsecurity.gov/employer>, including registration information, forms, publications, Frequently Asked Questions (FAQs), contact information, news and much more.
- **ACCUWAGE**
AccuWage/AccuW2C is free software from SSA that allows you to check your W-2 (Wage and Tax Statement) and W-2c (W-2 Correction) files for over 200 different errors before you send them to SSA. You can download AccuWage and AccuW2C from the internet at <http://www.socialsecurity.gov/employer/accuwage>.
- **VERIFYING SOCIAL SECURITY NUMBERS**
Social Security offers a free service that allows you to verify your employees' Social Security Numbers (SSNs). For more information please visit our Web site at <http://www.socialsecurity.gov/employer/ssn.htm>.

IF YOU HAVE QUESTIONS
If you have questions concerning this e-mail, you may call us toll free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m. Eastern Time, Monday through Friday, or send an e-mail to employerinfo@ssa.gov.

E-mail transmissions are not secure and SSA does not send personal or sensitive information over email. You should not send personal or sensitive information in your e-mail communications with SSA.

Carolyn L. Simmons
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Office of Central Operations