

BSO Tutorial for Tax Year 2011



Wage File Upload

Contains the following lessons:

- [Lesson 1: Access Wage File Upload](#)
- [Lesson 2: Submit a W-2 Wage File, a W-2c Wage File, a Resubmission File, or a Reconciliation File](#)
- [Lesson 3: Submit a Special Wage Payments File](#)

Follow the instructions below to submit a W-2 Wage File, a W-2c Wage File, a Resubmission File, a Reconciliation File, or a Special Wage Payments File to the Social Security Administration (SSA).

For information on preparing formatted W-2 files for electronic filing (EFW2, formerly MMREF-1), or W-2c files (EFW2C, formerly MMREF-2), go to www.socialsecurity.gov/employer/pub.htm.

Submit a reconciliation file to the SSA only when you have received a letter from the SSA notifying you of a discrepancy between money amounts shown on a Form W-3 sent to the SSA and a Form 941 sent to the IRS.

Lesson 1: Access Wage File Upload

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

The screenshot shows the Business Services Online (BSO) website. The header includes the Social Security Administration logo and the text "Business Services Online" and "Welcome to Business Services Online". A navigation bar contains links for Home, FAQs, Contact Us, and Text Size. A search box is also present. The left sidebar contains a "DON'T USE YOUR BROWSER'S BACK BUTTON" warning and a "BSO Information" section with links to BSO Electronic W-2 Filing Handbook, Tutorial, Suite of Services, Navigation, and Online Security Policy. Below this are sections for "Wage Reporting" (Social Security, Internal Revenue Service), "SSN Verification" (SSNVS Handbook, CBSV), and "Other Governmental & Employment Links" (The Privacy Act and the Freedom of Information Act, Electronic Records Express, Government to Government Services Online). The "News" section lists Wage News, Electronic Records Express News, Social Security Number Verification News, Consent Based SSN Verification News, and Form SSA-1694 News. The main content area features a "REGISTRATION" section with buttons for "Log In", "Register", and "Complete Phone Registration". Below this is an "Explanation of BSO Services" section with three main topics: "Reporting Wages to the SSA", "Social Security Number Verification Service (SSNVS)", and "Form SSA-1694 Request for Business Entity Taxpayer Information". Each topic has a brief description and a link for more information. At the bottom, there is a footer with contact information and a "Need Larger Text?" link.

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

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

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.

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

Main Menu [HELP](#)

Welcome, DQTV TEST
Your password expires on **December 07, 2007**

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

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 **Report Wages To Social Security** link on the “BSO Main Menu” page. The system displays the “Wage Reporting Attestation” page.

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

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

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 User ID 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.

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. The system displays the Electronic Wage Reporting (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-2W-3 Online

Forms W-2cW-3c Online

Upload Formatted Wage File

Warning This tab is **not** for submitting Forms W-2(c)W-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)
 You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these [Social Security publications](#).

[Submit a Special Wage Payments File](#)
 You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

Submission Status

[View Submission Status](#)
 Check report status, errors, and notice information for previously submitted wage reports (Forms W-2W-3).

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.

Employer Report Status

[View Wage Report Status](#)
 Check report status or view errors for reports submitted for your company by a third party.

[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 **Upload Formatted Wage File** tab to access Wage File Upload.

Lesson 2: Submit a W-2 Wage File, W-2c Wage File, a Resubmission File, or a Reconciliation File

STEP 1: Under the tab **Upload Formatted Wage File** on the EWR home page, select the **Submit/Resubmit a Formatted Wage File** link, the system displays the “Before You Start” page.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Upload Formatted Wage File

Before You Start

Name: DQTV TEST

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 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 2: Select the **Continue** button, the system displays the “What’s in the File?” page.

Select the **Quit without sending** button to return to the [EWR home](#) page,

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov
EWR Home
E-mail a Wage Reporting Expert
Keyboard Navigation
Logout

Upload Formatted Wage File

What's in the File?

Name: DQTV TEST

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

Which of the following is the best description of the wage report(s) in your file?

New W-2s/W-3s for Tax Year 2011 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 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 3: Choose the type of wage file you want to submit:

- Select the **New W-2s/W-3s for Tax Year 2011 or previous tax year (EFW2)** radio button to submit a W-2 wage file.
- Select the **New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)** radio button to submit a W-2c wage file.
- Select the **Resubmission to correct errors that prevented SSA from processing a previously submitted file** radio button to submit a Resubmission file. The system will display two extra fields: Original receipt year and WFID (see the screenshot below). You can get this information from the Resubmission Notice. This option should be used only if you have received a notice from the SSA asking you to correct and resubmit your data. The Employer Identification Number (EIN) of the person resubmitting wage data to SSA must match the EIN of the person who originally submitted the file.

Which of the following is the best description of the wage report(s) in your file?

New W-2s/W-3s for Tax Year 2011 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):

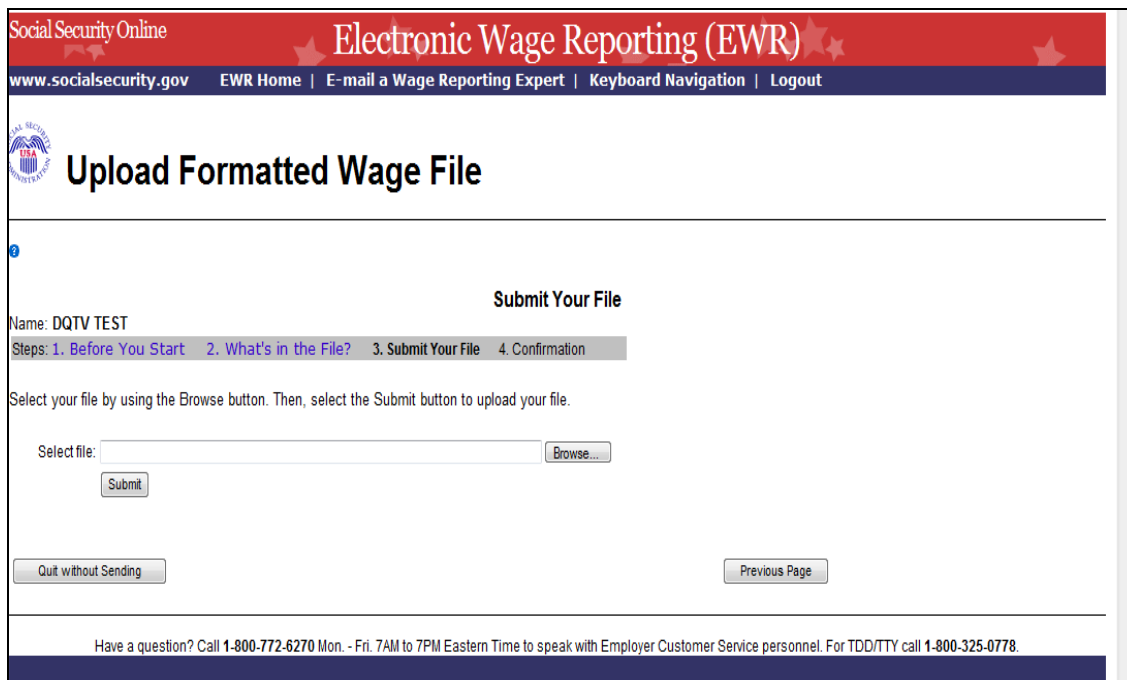
Wage File Identifier (WFID):

If you received a Reconciliation letter, select the check box.

To return to the [EWR home](#) page, select the **Quit without sending** button.

To return to the “[Before You Start](#)” page, select the **Back to Step 1** button.


To submit a file, select **Continue** button to go to the “Submit Your File” page.



Social Security Online

Electronic Wage Reporting (EWR)

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

 **Upload Formatted Wage File**

Submit Your File

Name: DQTV TEST

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 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 4: Enter the name of a wage file in the **Select File** field, or use the **Browse** button to select a wage file from your computer’s file system.

Select the **Submit** button to upload your file. During file transmission, an “in progress” window is displayed. When the file upload is completed, the system displays the “Confirmation – Your File Was Received” page. A pop-up window advising you to save and/or print the page will also appear.

Select the **Quit without Sending** button to return to the [EWR home](#) page.

Select the **Previous Page** button to return to the “[What’s in the File?](#)” Page.

Social Security Online
Electronic Wage Reporting (EWR)

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

Upload Formatted Wage File

Confirmation - Your File Was Received

Name: DQTV TEST

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: 08/31/2011 03:38 PM Eastern Standard Time	Wage File Identifier (WFID): KVZ319
Employer Identification Number (EIN): 530090868	Your File Name: UploadedFormattedWageFileTest.doc
File Size: 22,016 bytes (21.5 Kb)	Assigned File Name: 1322159DBC1684BC_2012KVZ31901

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.
- If you receive a Resubmission Notice from SSA, please use the Resubmission Notice application on the EWR home page to acknowledge the Resubmission Notice and/or request extension.

Thank you for submitting your report using Business Services Online.

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 5: Check the File Size displayed on the Confirmation page. If it is not the same as the file size shown on your computer, contact BSO Technical Assistance at 1-888-772-2970.

To submit another file, select the **Submit Another File** button.

To return to the [EWR home](#) page, select the **EWR Home** button or the **EWR Home** link at the top of the page.



*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status** link from the EWR home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

Lesson 3: Submit a Special Wage Payments File

Follow the instructions below to submit a special wage payments file to the Social Security Administration (SSA). For information on preparing Special Wage Payment data files for electronic filing, go to: <http://www.irs.gov/pub/irs-pdf/p957.pdf>.

STEP 1: Under the tab **Upload Formatted Wage File** on the [EWR home](#) page, select the **Submit a Special Wage Payments File** link, the system displays the “Submit Your Special Wage Payments File” page.

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

Upload Special Wage Payment File

Submit Your Special Wage Payments File

Name: DQTV TEST

1. Review your file(s) for correct formatting.
The file format for Special Wage Payments is described in Publication 957, which is available by clicking the link below. Please ensure that the format of your file is correct so that it will process successfully.
[Reporting Back Pay and Special Wage Payments](#)

2. Zip Your File
If you have a large file (e.g., greater than 10MB) or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip, PKZip, and the Windows XP file compression utility are examples of acceptable compression tools.

3. Submit Your File
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 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 2: Select the **Reporting Back Pay and Special Wage Payments** link to view the Internal Revenue Service (IRS) Publication 957, “Reporting Back Pay and Special Wage Payments to the Social Security Administration”.


Enter the name of a wage file in the **Select File** field, or use the **Browse** button to select a wage file from your computer’s file system.

Select the **Submit** button to upload your file. During file transmission, an “in progress” window is displayed. When the file upload is completed, the system displays the “Confirmation – Your File Was Received” page. A pop-up window advising you to save and/or print the page will also appear.

Select the **Quit without sending** button to return to the [EWR home](#) page.

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

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

 **Upload Special Wage Payment File**

Special Wage Payments File Submission Confirmation

Name: DQTV TEST

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 Special Wage Payment Confirmation Number for checking the processing status.

Date: 08/31/2011	Confirmation Number: 132216A5572F0CE0
Time: 03:56 PM Eastern Standard Time	Your File Name: BSO file 1.bt
File Size: 1,963 bytes (1.9 Kb)	

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:
Please allow 24 to 48 hours to complete the processing of your file. Our business days are Monday through Friday.

Thank you for submitting your report using Business Services Online.

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 3: To submit another file, select the **Submit Another File** button on the Confirmation page to return to the “Submit Your Special Wage Payments File” page.

To return to the [EWR home](#) page, select the **EWR Home** button or the **EWR Home** link at the top of the page.