

Guía de Servicios por Internet para Empresas (BSO, siglas en inglés) para el Año Tributable 2012



Estado del Informe del Empleador

*Los usuarios pueden verificar el estado del informe de salarios o examinar los errores en los informes de salarios presentados por un tercero para sus compañías. Esta opción está disponible sólo para los usuarios que tienen el rol para **View File/ Wage Report Status, Errors and Error Notices** (Ver el Registro/Estado del Informe de Salarios, Errores, y Avisos de Errores).*

PASO 1: Dirija su navegador a la página titulada «Welcome to Business Services Online» (Bienvenido a los Servicios por Internet para Empresas - BSO, siglas en inglés) del Business Services Online: www.segurosocial.gov/bsowelcome.htm (solo disponible en inglés).

Social Security
The Official Website of the U.S. Social Security Administration

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Search...

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Business Services Online

Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Attention All BSO Users
The Business Services Online web site will be unavailable from 9:00 PM EST on Friday, December 7, 2012 until 5:00 AM EST on Monday, December 10, 2012. Beginning December 10, 2012, BSO will begin accepting W-2s and W-3s for Tax Year 2012.

Attention Wage Reporting Employers and Submitters that use Electronic Data Transfer (EDT) Files
The deadline for calendar year 2012 processing of EDT files is 2 PM Eastern Standard Time on Friday, December 7, 2012. Any EDT files transmitted after this deadline will be received, but will not be processed until January 2013. After we begin processing in late January 2013, it could take a few weeks to process the backlog.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

Business Services Online (BSO)

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

- For Employers
- For Attorneys & Appointed Representatives
- Social Security Number Verification Services (SSNVS)
- Consent Based Social Security Number Verification Service (CBSV)

Home | English | Español | Other Languages | Policy | FOIA | No FEAR | Privacy | Web Accessibility | Website Policies | Related Websites | USA.gov | Benefits.gov | MyMoney.gov | Regulations.gov | Other Government Websites | Organizational Info | Site Map | About Us

Last reviewed or modified 11/16/2012

PASO 2: Seleccione el botón de «**Log In**» (Ingresar) en la página titulada, «Welcome to Business Services Online». El sistema mostrará la página titulada, «Log In to Online Services» (Ingrese a la página de los Servicios por Internet).

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y su «Password» (Contraseña).

PASO 4: Seleccione el encasillado de «**I have read & agree to these terms**» (He leído y estoy de acuerdo con estas condiciones) en la página titulada, «Log In to Online Services» (Ingrese a los Servicios por Internet).

Seleccione el botón de «**Log In**» (Ingresar) para ver la página titulada, «BSO Main Menu» (Página Principal del BSO).

Para regresar a la página inicial del BSO titulada «[Welcome to Business Services Online](#)», seleccione el enlace de «**BSO Welcome**» en la parte de arriba o de abajo de la página.

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 links for '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 side, there are several 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 a welcome message for 'ERESUB VALIDATION' stating the password expires on May 05, 2009. It also features two main service links: 'Report Wages To Social Security' (with sub-points: 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) and 'Social Security Number Verification Service' (with sub-points: Request online SSN verification, or Submit files for SSN verification).

PASO 5: Seleccione el enlace de «**Report Wages to Social Security**» (Informe los salarios al Seguro Social) en la página titulada «BSO Main Menu». El sistema mostrará la página titulada, «Wage Reporting Attestation» (Confirmación de los Informes de salarios).

The screenshot shows the 'Wage Reporting Attestation' page. It has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main content area is titled 'Wage Reporting Attestation' and includes a 'User Certification for Electronic Wage Reporting' section. The certification text states: '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.' Below the certification text, there is a note: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of the certification section, there 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.'

PASO 6: Seleccione el botón de «**I Accept**» (Acepto) en la página titulada «Wage Reporting Attestation» (Confirmación de los informes de salarios) para ir a la página inicial del Electronic Wage Reporting (EWR, siglas en inglés).

Para regresar a la página del «[BSO Main Menu](#)», seleccione el botón de «**I DO NOT Accept**» (No Acepto).

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 request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to 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.

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.

PASO 7: Seleccione el enlace de «**View Employer Report Status**» (Ver el Estado de Informe del Empleador) para ir a la página titulada «Employer Report Selection» (Selección del Informe del Empleador).

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

 **Employer Report Status**

Employer Report Selection

Please read the following information before continuing:

- Employer report information is displayed only if the report was submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

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.

PASO 8: Seleccione el año tributario «**Tax Year**». El año tributario en curso aparecerá como la opción de defecto.

Seleccione el botón de **Continue** (Continuar) para ir a la página titulada «Search Results» (Resultados de la Búsqueda). Si no hay informes disponibles, el sistema mostrará la página titulada «[Search Results](#)» (Resultados de la Búsqueda) incluyendo un mensaje.

Seleccione el botón de **Cancel** (Cancelar) para regresar a la página inicial del [EWR](#).

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Electronic Wage Reporting (EWR)

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Employer Report Status

1 Search Results

2 Report Summary

3 Error Details

Search Results

Name: TEST COMPANY
 EIN: 53-0090868
 Tax Year: 2009
 Total Reports: 3

Status	Receipt Date	Status Date	Report Type	# W-2s/W-2cs	# Errors	Details
COMPLETE	11/09/2009	11/16/2009	CORRECTION	1	No errors	Report Details
COMPLETE	11/09/2009	11/16/2009	CORRECTION	1	No errors	Report Details
COMPLETE	11/09/2009	11/16/2009	CORRECTION	1	No errors	Report Details

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[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.

Social Security Online
Electronic Wage Reporting (EWR)

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Employer Report Status

1 Search Results

2 Report Summary

3 Error Details

Search Results

Name: TEST COMPANY
 EIN: 53-0090868
 Tax Year: 2011
 Total Reports: 0

Important Message About Your Search Results
 Report level information is not available.

[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.

PASO 9: En la página titulada «Search Results» (Resultados de la Búsqueda):

Seleccione el enlace que dice «Status» (Estado) para ver una «[Explanation of Processing Status Code](#)» (Explicación del Código de Procesamiento del Estado).

Seleccione el enlace que dice «**Report Details**» (Detalles del Informe) para ver la página titulada «Report Summary» (Resumen del Informe). Si no existe información alguna acerca de errores, el sistema mostrará la página titulada «[Report Summary](#)» (Resumen del Informe) con un mensaje.

Seleccione el botón de «**Back to Search**» (Regresar a la búsqueda) para regresar a la página titulada, «[Employer Report Selection](#)» (Selección del Informe del Empleador).

Seleccione el botón de «**Print Page**» (Imprimir la página) para imprimir la página titulada «[Search Results](#)».

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Employer Report Status

1 Search Results

2 Report Summary

3 Error Details

Report Details

Name: WAGE SUBMISSION COMPANY

Tax Year: 2010
 Report Type: REGULAR
 Status: [RETURN](#)
 Status Date: 11/19/2010
 # of W-2s: 2427

W-3 Information	Reported	Processed	Amended
Social Security Wages	\$347,033,057.75	\$347,033,057.75	NOT APPLICABLE
Social Security Tips	\$243,690,351.34	\$243,690,351.34	NOT APPLICABLE
Medicare Wages and Tips	\$1,405,036,664.27	\$1,405,036,664.27	NOT APPLICABLE
Federal Taxable Income	\$762,779,334.86	\$1,845,097,462,517.41	NOT APPLICABLE

Error Summary

Total Errors:

Critical: 9
 # Informational: 2

Importance	Error Description	More Information
CRITICAL	Average W2 over 1 million dollars - Def Comp 408(k)(6)	Error Details
CRITICAL	Average W2 over 1 million dollars - Total Compensation	Error Details
CRITICAL	Invalid Names and/or SSNs	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 401(k)	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 403(b)	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 408(k)(6)	Error Details
CRITICAL	Out of Balance Over Tolerance - Health Savings Account	Error Details
CRITICAL	Out of Balance Over Tolerance - Non-Qual Plan Section 457	Error Details
CRITICAL	Out of Balance Over Tolerance - Total Compensation	Error Details
INFORMATIONAL	Out of Balance Over Tolerance - Adv Earned Income Credit	Error Details
INFORMATIONAL	Out of Balance Under Tolerance - Federal Tax	Error Details

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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)

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Employer Report Status

1 [Search Results](#)
2 **Report Summary**
3 [Error Details](#)

Report Details

Name: TEST COMPANY

Tax Year: 2009
 Report Type: CORRECTION
 Status: [COMPLETE](#)
 Status Date: 11/16/2009
 # of W-2s: 1

W-3c Information	Reported	Processed	Amended
Correct Social Security Wages		\$0.00	NOT APPLICABLE
Correct Social Security Tips		\$0.00	NOT APPLICABLE
Correct Medicare Wages and Tips		\$0.00	NOT APPLICABLE
Correct Federal Taxable Income	\$98,000.00	\$98,000.00	NOT APPLICABLE

Error Summary

Total Errors:

Critical: 0
 # Informational: 0

Important Message About Your Search Results
 Error information is not available.

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.

PASO 10: En la página titulada «Report Summary» (Resumen del Informe):

Seleccione el enlace de «Report Details» (Detalles del Informe) para ver una «[Explanation of Processing Status Code](#)» (Explicación del Código de Estado de Procesamiento).

Seleccione el enlace de «Importance» (Importancia) en la sección de «Error Summary» (Resumen de Error) para ver la «[Explanation of the Error Importance](#)» (Explicación de la Importancia del Error).

Seleccione el enlace que dice «**Error Details**» para ir a la página titulada, «[Error Details](#)» (Detalles del Error).

Seleccione el botón que dice «**Back to Search Results**» para regresar a la página titulada «[Search Results](#)» (Resultados de la búsqueda).

Seleccione el botón de «**Print Page**» para imprimir la página titulada «[Report Summary](#)».

Social Security Online
Electronic Wage Reporting (EWR)

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Employer Report Status

1 Search Results

2 Report Summary

3 Error Details

Error Details for: Average W2 over 1 million dollars - Def Comp 408(k)(6)

Importance
[CRITICAL](#)

Description
The average Employee Wage Record contains Deferred Compensation 408(k)(6) greater than one million dollars (\$1,000,000.00).

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 report. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your report 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.

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.

PASO 11: En la página titulada «Error Details» (Detalles del Error):

Seleccione el enlace de «Importance» (Importancia) para ver la explicación en [«Explanation of the Error Importance»](#).

Seleccione el enlace que dice [«Online Error Reference Material»](#) (Material Referente al Error por Internet) para ver «Employer W-2 Filing Instructions & Information» (Instrucciones e Información para el empleador cuando Presenta un W-2).

Seleccione el enlace que dice [«AccuWage»](#) para ver la información sobre AccuWage y el programa de computadora.

Seleccione el botón que dice **«Back to Report Summary»** (Regresar al Resumen del Informe) para regresar a la página titulada [“Report Summary”](#).

Seleccione el botón de **«Print Page»** (Imprimir la página) para imprimir la página de [“Error Details”](#) (Detalles de Errores)

APÉNDICE: OTRAS PÁGINAS

1. Explicación de cómo se procesa la página del código de estado (Submission Status/ Estado de presentación del Informe)

Los usuarios pueden tener acceso a esta página seleccionando el enlace de estado específico en la columna titulada «Submission Status» (Estado de la Presentación) o la columna que dice «Report Status» (Estado del Informe) en cualquier página de error.

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.

You can use the File menu to close this window.

2. Explicación de la página de importancia del error

Los usuarios pueden tener acceso a esta página seleccionando ya sea el enlace que dice «CRITICAL» (Crítico) o el enlace que dice «INFORMATIONAL» (Informativo) en la columna titulada «Importance» (Importancia) en cualquier página de error.

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.

You can use the File menu to close this window.