

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



## Estado de la Presentación

*El acceso al «Estado de la Presentación» (**Submission Status**) permite que los usuarios vean el estado de presentación, avisos de datos presentados de nuevo, errores e información detallada de presentación. Usted necesita autorización para tener acceso a la aplicación titulada, **View File/ Wage Report Status, Error and Error Notices** (Ver el registro, el Estado del Registro de Salario, Errores, y Avisos de Errores). Si desea ver el nivel de la información presentada por otra persona a nombre suyo, use la aplicación de «**Employer Report Status**» (Estado del Informe del Empleador). Para informarse mejor, vea la guía titulada «**Employer Report Status**» (Estado del Informe del empleador).*

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

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

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Home | **Business Services Online**

### 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](#)

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- [Benefits.gov](#)
- [MyMoney.gov](#)
- [Regulations.gov](#)
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- [Organizational Info](#)
- [Site Map](#)
- [About Us](#)

**Business Services Online**

[Log In](#)

[Register](#)

[Complete Phone Registration](#)

**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 \(CBSV\)](#)

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 los Servicios por Internet).

The screenshot shows the Social Security Business Services Online (BSO) login page. At the top, there is a header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Welcome', 'BSO Information', and 'Keyboard Navigation'. The main content area is titled 'Log In to Online Services' and includes a 'New User?' section with instructions on how to create an account, an 'Existing User?' section with input fields for 'User ID' and 'Password', and a 'User Certification' section with a text area and a checkbox for terms and conditions. A 'Log In' button is located at the bottom right of the login form.

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

**PASO 4:** Seleccione el encasillado que dice «**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.

**Social Security Online Business Services Online**

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

**Main Menu** [HELP](#)

ERESUB VALIDATION

Welcome, ERESUB VALIDATION  
 Your password expires on **May 05, 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

**Manage Employer Information**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)
- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)
- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

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

**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).

**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**.

**PASO 6:** Seleccione el botón que dice «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).

**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.

**PASO 7:** Seleccione el enlace de «**View Submission Status**» (Ver el Estado de la Presentación) para tener acceso a la página titulada Submission Status (Estado de la Presentación). El sistema mostrará la página de «Submission Search» (Búsqueda de la Presentación).

Social Security Online
Electronic Wage Reporting (EWR)

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

## Submission Status

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### Submission Search

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

*Note: If you need to delete a submission, you may do so on the Submission page before SSA processes it. Once the Submission Status is no longer "RECEIVED", you will not have the option to delete a submission.*

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 on or after 12/08/2012, choose Receipt Year 2013): 2013 ▼

Show the first 500 submissions for: Select ▼

Continue
Cancel

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:** Puede buscar un informe por fecha o por WFID (Identificador del Registro, siglas en inglés) en la página titulada «Submission Search».

**BUSCAR POR FECHA:** Buscar por fecha es un indicador predeterminado.

Seleccione el «Receipt Year» (Año en que se recibió) y extensión de la fecha de presentación, luego seleccione el botón que dice **Continue** (Continuar) para ir a la página titulada «[Search Results](#)» (Resultados de la Búsqueda). Si no hay informes que igualen la extensión de fechas seleccionadas, el sistema mostrará la página titulada «[Search Results page with a message](#)» (Resultado de la Búsqueda con un mensaje).

**BUSCAR A TRAVÉS DE WFID:**

Seleccione el indicador que dice «Search by WFID» para ver las opciones indicadas en la página titulada «[Submission Search](#)» (Búsqueda de Presentación). Vea el [Paso 8A](#).

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## Submission Status

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### Submission Search

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

*Note: If you need to delete a submission, you may do so on the Submission page before SSA processes it. Once the Submission Status is no longer "RECEIVED", you will not have the option to delete a submission.*

Choose an option to view your submissions:

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You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, the first 500 WFIDs for the Receipt Year will be displayed.

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 on or after 12/08/2012, choose Receipt Year 2013): 2013

Enter WFIDs

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

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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.

**PASO 8A:** Seleccione un «Receipt Year» (año en que se recibió) e ingrese los WFIDs para el año seleccionado cuando busque a través del WFID en la página titulada «Submission Search».

Si no hay presentaciones que comparen a los WFIDs ingresados, el sistema mostrará la página titulada «[Search Results page with a message](#)» (Resultados de la Búsqueda con un mensaje).

Si no ingresa los WFIDs, el sistema mostrará todos los WFIDs para el año seleccionado en la página titulada «[Search Results](#)» (Resultados de la Búsqueda).

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 **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.

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 **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.



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**Submission Status**

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

Submitter EIN: 53-0090868  
 Receipt Year: 2013

[New Search](#)

**Search Results**

WFID	Version	Status	Receipt Date	Status Date	Details	Resubmission Notice
BBB496	01	<a href="#">PEND/DEL</a>	07/24/2012	07/24/2012	<a href="#">Submission Details</a>	

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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.

**PASO 9:** En la página «Search Results»:

El Estado de la Presentación (Submission Status) se muestra en la columna que dice «Status» (Estado). Los estados posibles de las presentaciones son: «RECEIVED» (RECIBIDO), «IN PROCESS» (EN PROCESO), «COMPLETE» (COMPLETO), «RETURN» (DEVUELTO), «DELETE» (BORRADO), «DUPLICATE» (DUPLICADO) y «PEND/DEL» (PENDIENTE/BORRADO).

Seleccione la columna con el encabezado que dice WFID, Status (Estado) o Receipt Date (Fecha en que se recibió), para clasificar las presentaciones de acuerdo con su selección.

Seleccione el estado específico de presentación para ver la Explicación del Código del Estado ([Explanation of Processing Status Code](#)).

Seleccione el enlace que dice **Submission Details** (Detalles de la Presentación) en la columna de «Details» (Detalles) para ver la página titulada «Submission» (Presentación). Si existe un error al nivel de presentación, el sistema mostrará la página titulada «[Submission page with submission error](#)» (Página de Presentación con errores de presentación).


Si existe un Aviso de Presentación de Informe Otra Vez, Seleccione el enlace que dice **View Notice** (Ver el Aviso) en la columna que dice «Resubmission Notice» para ver el Aviso de Presentación del Informe Otra Vez ([Resubmission Notice](#)).

Seleccione el botón de **Back to Search** (Regresar a buscar) para ir a la página de la presentación «[Submission Search](#)».

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

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## Submission Status

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

Submitter EIN: 53-0090868    WFID: BBB496  
Receipt Year: 2013    Version: 01  
Submitted: 07/24/2012  
Submission Type: W-2c

[New Search](#)

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### Submission Details

<b>Overview</b> File Name: N/A Submission Method: INTERNET Submission Type: W-2c	<b>Further Action</b> This submission has not yet been processed. If you submitted these wages in error and would like to prevent them from being processed, you may mark the submission for deletion by selecting the Delete This Submission button below. Once processing has begun, you will no longer have the option to delete the submission.
<b>Current Status</b> Submission Status: RECEIVED Status Date: 07/24/2012	<input type="button" value="Delete This Submission"/>

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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.

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## Submission Status

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2 **Submission**

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Submitter EIN: 53-0090868 Receipt Year: 2011  <a href="#">New Search</a>	WFID: KWB820 Version: 01 Submitted: 11/17/2010 Submission Type: W-2c Total Reports: 1
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### Submission Details

<b>Overview</b> File Name: N/A Submission Method: W2 ONLINE Submission Type: W-2c	<b>Reports</b> Total Reports 1 <a href="#">View All Reports</a> Completed Reports 1 <a href="#">View Completed Reports</a>
<b>Current Status</b> 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.

**PASO 10:** En la página de presentación:

Si el estado de la presentación lee, «RECEIVED» (Recibido), se mostrará una sección que lee, «Further Action» (Acción Adicional) y podrá seleccionar el botón que lee «[Delete This Submission](#)» (Borrar esta Presentación) para borrar la presentación del registro; Si el Estado de la Presentación no lee «RECEIVED», la sección de «[Reports](#)» (Informes) aparecerá y podrá seleccionar cualquier enlace para ir a la página de «[Report](#)».

Seleccione el enlace que dice **Search Results** (Resultados de la búsqueda) o el botón de **Back to Search Results** (Regresar a los resultados de la búsqueda) para regresar a la página titulada [Search Results](#).

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

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## Submission Status

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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](#)

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### 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

1 report(s)

Report#	Report EIN	Company Name	Status	Reported W-2s	# of Errors	View W-3
1	501234555		<a href="#">COMPLETE</a>	0000001	No errors	<a href="#">W-3 Details</a>

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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.

**PASO 11:** En la página del informe:

Seleccione uno de los botones de filtro para separar el total de los informes según sea apropiado. La lista de los informes será actualizada.

Seleccione el enlace del estado específico en la columna que dice «Status» para ver la explicación del código de procesamiento del estado ([Explanation of Processing Status Code](#)).

Si el informe tiene errores, seleccione el enlace «# of Errors» (Número de errores) para ir a la página de los errores ([Errors](#)).

Seleccione el enlace que dice «W-3 Details» (Detalles del W-3) (o **W-3c Details** [Detalles del W3c]) para información detallada del W-3 (o del W-3c). Vea la captura de pantalla abajo:

1 report(s)						
Report#	Report EIN	Company Name	Status	Reported W-2s	# of Errors	View W-3
1	530090892	CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH+CASH	<a href="#">RETURN</a>	0000008	1	<a href="#">W-3 Details</a>

Detailed W-3 Information		
	Reported	Processed
SS Wages	\$9,999,999,999.99	\$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

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Seleccione el enlace que dice «**Submission**» (Presentación) o el botón de «**Back to Submission**» (Regresar a la Presentación) para regresar a la página titulada «[Submission](#)».

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

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## Submission Status

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Submitter EIN: 38-3066835  
 Receipt Year: 2011

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

[New Search](#)

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

Importance	Error Description	More Information
CRITICAL	Out of Balance Over Tolerance - Social Security Wages	<a href="#">Error Details</a>

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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.

**PASO 12:** En la página de los Errores:

Seleccione el enlace que dice «Importance» (Importancia) para ver una explicación de la importancia del error ([Explanation of the Error Importance](#)).

Seleccione el enlace que dice «[Error Details](#)» (Detalles de los errores) para ir a la página con los Detalles de los errores.

Seleccione el enlace que dice «**Report**» (Informe) o el botón de «**Back to Report**» para regresar a la página titulada «[Report](#)» (Informe).

Seleccione el botón de «**Print Page**» para imprimir la página de «[Errors](#)» (Errores).

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## Submission Status

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1 Search Results

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Submitter EIN: 38-3066835 Receipt Year: 2011  <a href="#">New Search</a>	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](#)

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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.

**PASO 13:** En la página de «Error Details»:

Seleccione el enlace que dice «Importance» para ver una explicación de la importancia del error ([Explanation of the Error Importance](#)).

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

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

Seleccione el enlace que dice «**Errors**» o el enlace que dice «**Back to Errors**» para ver la página titulada «[Errors](#)» (Errores).

Seleccione el botón que dice «**Print Page**» para imprimir la página titulada «[Error Details](#)» (Detalles de los Errores).

## APÉNDICE: OTRAS PÁGINAS

### 1. Explicación de Cómo se Procesa la Página del Código de Estado (Submission Status/ Estado del Informe)

Los usuarios pueden tener acceso a esta página seleccionando el enlace de estado específico en la columna titulada «Submission Status» o la columna que dice «Report Status» en cualquier página de error. A continuación puede ver un ejemplo de «RECEIVED» (Recibido).

**Explanation of Processing Status Code**

You have requested information about the RECEIVED processing status code.

<b>RECEIVED</b>	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. 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» en la columna titulada «Importance» en cualquier página de error. A continuación puede ver un ejemplo de «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. Página de la Presentación (con Error)

La página titulada «Submission (with Error)» (Presentación [con error]) muestra cualquier error al nivel de la presentación.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](http://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
---	--

[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. Página del Aviso cuando se Presenta otra vez

En la página titulada «[Search Results](#)» (Resultados de la Búsqueda), seleccione el enlace que dice «**View Notice**» (Vea el Aviso) para ver la página titulada «Resubmission Notice» (Aviso para Presentar Otra Vez).

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



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## Submission Status

**Resubmission Notice**

**Date:** 2010-11-06  
**Filing Method:** INTERNET **WFID:** KVB675 - 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/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/bsowhnew.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.
- **ACCURWAGE**  
 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/ssnv.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](mailto: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  
 Associate Commissioner,  
 Office of Central Operations