Social Security Number Verification Service (SSNVS)

Information and Instructions to Verify Social Security Numbers Online

➔ Overview

There are two Internet verification options you can use to verify that your employee names and Social Security numbers match Social Security's records. You can:

- Verify up to 10 names and SSNs (per screen) online and receive immediate results. This option is ideal to verify new hires.

- Upload overnight files of up to 250,000 names and SSNs and usually receive results the next government business day. This option is ideal if you want to verify an entire payroll database or if you hire a large number of workers at a time.

While the service is available to all employers and third-party submitters, it can only be used to verify current or former employees and only for wage reporting (Form W-2) purposes.

➔ Why Should I Verify Names and SSNs Online

- Correct names and SSNs on W-2 wage reports are the keys to the successful processing of your annual wage report submission.
- It's faster and easier to use than submitting your requests paper listings or using Social Security's telephone verification option.
- Results in more accurate wage reports.
- Saves you processing costs and reduces the number of W-2cs.
- Allows Social Security to properly credit your employees' earnings record, which will be important information in determining their Social Security benefits in the future.

➔ Steps to Register for SSNVS

1. Register to Use SSNVS - Registration is required through www.ssa.gov/bso/bsowelcome.htm. Third-party preparers need only register once in their own firm's name. Complete the registration form and select your own password. Social Security will verify your identity against our records and display a User ID. Make note of your User ID, password and expiration date. Social Security Number Verification Service Handbook
2. Request Access and Activation Code - Return to www.ssa.gov/bso/bsowelcome.htm and login in with your User ID and password. Select "Request Access and Activation Code."
3. Activation Code is Mailed to Your Employer - Your employer should give you the activation code which allows you access to SSNVS.
4. Login to Use the Service - Go to www.ssa.gov/bso/bsowelcome.htm, select Login, input your User ID, password and activation code and you will be able to use the service.

NOTE: For more detailed instructions on registering and/or using SSNVS, get a copy of the www.ssa.gov/employer/ssnvs_handbk.htm.

Login to SSNVS

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Last reviewed or modified Wednesday Mar 14, 2012

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Business Services Online

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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	[Log In]
New user? Register for Business Services Online here	[Register]
Complete Phone Registration what is this?	[Complete Phone Registration]

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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, you may ask for a one time 15-day extension to the deadline for resubmitting.

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

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Main Menu

Welcome,
Your password expires on **May 05, 2009**

Manage Account

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

Manage Services

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

Manage Employer Information

- Add/Update Employer Information
- Remove Employer Information

Logout

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions
View errors and error notices for wage files and/or wage reports submitted by or for your company

Social Security Number Verification Service

Request online SSN verification, or
Submit files for SSN verification

Form SSA-1694 Request for Business Entity Taxpayer Information

Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

Internet Representative Payee Accounting (IRPA)

File a Form SSA-623, SSA-6230, or SSA-6234 Representative Payee Reports electronically
Submit and print representative payee accounting forms,
Download submitted forms for up to 30 days after submission

Social Security Number Verification Service

Logout

Manage Account

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

Manage Services

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

Manage Employer Information

- Add/Update Employer Information
- Remove Employer Information

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

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

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

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

BSO Main Menu

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Social Security Number Verification System (SSNVS)

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

SSNVS Attestation

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.

- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).

- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.

- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:

- The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or

- The future employee's completion of the paperwork to establish the payroll record.

- Company policy concerning the use of SSNVS should be *applied consistently to all workers*; for example:

  - If used for newly hired workers, verify information on all newly hired workers.

  - If used to verify information on other workers, verify the information for all other workers.

- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.

- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses *violates Federal law* and may be punished by a fine, imprisonment or both.

- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.

- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:

  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.

  - This response does not make any statement about your employee's immigration status.

  - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

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

Federal Privacy Act Statement for Third-Party Submitters

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

- Be cautious not to suggest to your clients that this service is only available through you;

- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and

- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

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

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".

- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.

- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

  or

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

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

[I Accept]   [I DO NOT Accept]

Social Security Number Verification System (SSNVS)

☑ SSNVS Help

SSN Verification

Name: _____

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

Please Note:

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

* Employer's EIN [   ] *The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided*
(999999999) *and will not be processed without it.*

	* SSN (999999999)	* First Name	Middle Name	* Last Name	Suffix	Date of Birth (MMDDYYYY)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

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

[Submit]   [Clear Form]

Social Security Number Verification System (SSNVS)

SSNVS Help

SSN Verification Results

Employer's EIN:	111111111	Name: _____
Records Submitted:	1	
Failed:	1	
Verified Records:	0	

The following table displays your submitted results. The first column indicates if the submitted record verified, failed or employee is deceased. The first five digits of the SSN will be masked for verified records and records with a verification results code of 3 or 8.

Verify More SSNs
What to do if an SSN fails to verify
Field Office Locator

- **Failed** - Data does not match Social Security Administration's records. Select What to do if an SSN Fails to Verify for more information.

- **Deceased** – Data matches Social Security Administration's records, and our records indicate that the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security field office. Select Field Office Locator to find the office nearest you.

- **Verified** - Data matches Social Security Administration's records.

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Verification Results
Failed	111111111	T	-	B	-	-	1

Verification Results	
Code	Description
1	SSN not in file (never issued).

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**.

WHAT TO DO IF AN SSN FAILS TO VERIFY

Follow these steps for each SSN that failed verification:

1. Compare the failed SSN to your employment records to see if you made a typographical error. Resend only the corrected data (not the entire submission).

2. If your employment records match what you submitted, ask your employee to check his / her Social Security card and inform you of any name or SSN difference between your records and his / her card. If your employment records are incorrect, correct your records and resubmit the corrected data.

3. If your employment records and the name and SSN shown on the Social Security card match, ask the employee to check with any local Social Security Office to determine and resolve the issue. Tell the employee that once he / she has visited the Social Security Office, he / she should inform you of any changes. You should correct your records accordingly.

4. If the employee is unable to provide a valid SSN, you are encouraged to document your efforts to obtain the corrected information. (Documentation should be retained consistent with the payroll records for a period of three years.)

5. If the employee no longer works for you, try to obtain the corrected information from the employee and submit it to SSA on Form W-2c (Corrected Wage and Tax Statement).

6. If you are unable to contact the employee, you are encouraged to document your efforts.

7. If you have already sent a Form W-2 with an incorrect name / SSN, then submit a Form W-2c (Corrected Wage and Tax Statement) to correct the mismatch. W-2c services are available through BSO Wage Reporting. Since you already have your BSO User ID, there is no need to re-register.

Remember

▶ A mismatch is not a basis, in and of itself, for you to take any adverse action against an employee, such as laying off, suspending, firing, or discriminating.

▶ Company policy should be applied consistently to all workers.

▶ Any employer that uses the failure of the information to match SSA records to take inappropriate adverse action against a worker may violate State or Federal law.

▶ The information you receive from SSNVS does not make any statement regarding a worker's immigration status.

Social Security Number Verification System (SSNVS)

SSNVS Help

Submit a File for SSN Verification - Before You Start

Name: .

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

1. Before You Start

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

- **Review your file(s) for correct formatting**
  Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.

  - We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.
    Submission File Format

  - Do NOT send an Excel Spreadsheet. If you are using Excel, select *Excel Users* for more information.

  - Effective 09/24/11, gender is no longer used as part of the SSN verification process. You do not need to make any changes to the file format. If a value is included in position 54 of a file, we will remove it and replace it with a blank prior to the verification attempt. All returned files will have a blank in position 48.

- **Zip Your File**
  If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

[BSO Main Menu]   [Continue]

Social Security Number Verification System (SSNVS)

SSNVS Help

Submit a File for SSN Verification - Submit Your File

Name:

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

2. Submit Your File

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

* Employer's EIN (999999999)   [ ]   *The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.*

Select file   [_____]   [Browse...]

[Submit]

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

[BSO Main Menu]   [Previous 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 Number Verification System (SSNVS)

SSNVS Help

Submit a File for SSN Verification - Confirmation

Name:

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

3. Confirmation Receipt - Your File Was Received

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

Confirmation Number assigned by SSA: **136839E0B91EE9C8**

Date: 04/05/2012 01:47 PM Eastern Time   Your file name: main menu.png   Assigned file name: 136839E0B91EE9C8_33C00030   File size: 175,271 bytes (171.2 Kb)

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

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

Thank you for submitting your file using Business Services Online.

[BSO Main Menu]   [Submit Another File]

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

Social Security Online

Business Services Online

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

Social Security Number Verification System (SSNVS)
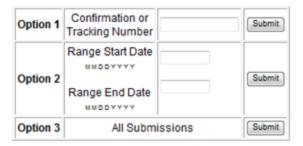
SSNVS Help

Status and Retrieval

Name: _____

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

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

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

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

Option 1	Confirmation or Tracking Number		Submit
Option 2	Range Start Date MMDDYYYY		Submit
	Range End Date MMDDYYYY		
Option 3	All Submissions		Submit

Social Security Number Verification System (SSNVS)

SSNVS Help

Status and Retrieval Results

Name: _____

The following table displays your submitted file(s).

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

Retrieval Options

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:

  1. Right click "DOWNLOAD"
  2. Select "Save Target As"
  3. Complete the Save As dialog box

Status of All Submissions

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

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
04/05/2012	136839E0B91EE9C8	-	-	-	-	IN PROCESS	171.2 KB	-	-
04/04/2012	1367E40F008ABB54	-	-	-	-	IN PROCESS	17.1 KB	-	-
02/28/2012	135C632FD272C484	-	-	-	-	IN PROCESS	114.4 KB	-	-
08/18/2011	131DD9CF10AE0417	-	-	-	-	FORMAT OR SURFACE ERRORS	0.1 KB	-	-
04/30/2010	1285058CB2919A00	-	-	-	-	FORMAT OR SURFACE ERRORS	3.1 KB	-	-

Additional Status Request

What To Do If an SSN Fails to Verify

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

SSNVS Help

This form has opened in a separate browser window. To close this browser window and return to your previous page, use the browser File menu or hit Alt-F4.

Table Of Contents

Introduction

The Social Security Number Verification Service (SSNVS) enables employers to validate their employee's names and Social Security Numbers (SSNs) against information in the Social Security Administration's (SSA's) records, via the Internet. SSNVS provides the options in the list below. For more information on an option, select one (1) of the hyperlinks below:

- Verify up to 10 names and SSNs and get immediate results via the SSN Verification web page
- Submit files for overnight processing via the Submit a File for SSN Verification web page
- Check the status of files submitted for overnight processing via the Status and Retrieval web page
- Download and/or view submission results via the Status and Retrieval Results web page
- View the SSNVS Handbook via the Social Security Number Verification Service (SSNVS) Handbook web page

SSNVS Usage