provisions were changed by legislation in 2004.







Other Languages

www.socialsecurity.gov

has filed

online.

retirement

You can too.

Apply now

for Extra

Help with

Medicare

drug costs

for

New rules for getting a Social Security number and card

## What you can do online

Apply for benefits

Replace your lost, stolen or damaged Medicare card

Request a Proof of Income letter

Change address/phone number

Find a Social Security office

More online services....

## News

**Social Security Holds Second Public Hearing** on Compassionate **Allowances** 

**Social Security Trustees** release 2008 **Annual Report** 

**Social Security** offers positions to 144 ALJs

Stimulus payment questions? Tuesday Apr 22, 2008 10:53:03 Last updated April 21, 2008 1:59 PM

Your Social Security records The first Your number & card | Your Statement Baby Retirement Boomer

Plan your retirement Calculate your benefits Qualify & apply | Already receiving benefits

## Medicare

Medicare Prescription Drug Plan | Other Medicare information

## Disability & SSI

Qualify & apply Already receiving benefits Ticket to Work | Adults disabled before age 22

More disability information | SSI for people 65 and older

## Widows, widowers & other survivors

Report a death | Qualify & apply Already receiving benefits

## Get help with your situation

Marriage, divorce, and name changes Birth of a child | Death in the family Disagree with our decision? | More situations...



Govt to Govt Services Online



GO Search Receive updates by Login email

### Frequently Asked Questions

-- Choose Topic --

GO

## Information for:

The Press Congress **Employers** -- Choose Other Group --GO

**Useful links** 

Benefit Eligibility Screening Tool (BEST)

Careers with us

About Social Security's future

**Actuarial resources** 

Our program rules

Forms | Publications

-- Other Useful Links --

GO

Full Retirement Age is increasing from 65 to 66...67

eNews Check out our latest electronic newsletter

http://www.ssa.gov/

## Social Security Online

## Online Services Availability

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

## DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

## Information

- BSO Electronic W-2 Filing Handbook
- SSNVS Handbook
- <u>Video -</u>
   <u>Software</u>

   Demonstration
- Tutorial
- Employer Information
- Suite of Services
- Apply For EIN
- Navigation
- Online Security Policy
- The Privacy Act and the Freedom of Information Act
- Contact Us
- Electronic Records Express
- Government to Government Services Online

## News

## **Business Services Online**



Business Services Online
Welcome to Business Services Online

**BSO HELP** 

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" 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 "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

Información para el Empleador en Español

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Log in to	Busine	SS
Services	Online	here

New user? Register for Business Services Online here

Complete Phone Registration what is

Loa	Ir
 LOG	11

Register

Complete Phone Registration

- Wage News
- Electronic
   Records
   Express News
- Social Security <u>Number</u> <u>Verification</u> <u>News</u>
- Consent
   Based SSN
   Verification
   Updated
   April 8, 2008
- Form SSA-1694 News

this?

## **Explanation of BSO Services**

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

More information about Reporting Wages

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.



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 must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact <a href="https://ocenter.org/learners/business-school/">OCO.AREP.Registration@ssa.gov</a>.

**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.

More information about the Attorney Fee Service

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 Larger Text?

Last reviewed or modified Tuesday Apr 08, 2008

# Social Security Number Verification Service (SSNVS)

## Social Security Online



## Information and Instructions

## Employer Information Directory

For Information About the SSA "No-Match" Letter, Click Here

## Employer W-2 Filing Page

How to File W-2s

Verify Social Security Numbers Online

Forms & Publications

<u>Information for Software</u> <u>Developers</u>

Vendor List

Employer Reconciliation Process

General W-2 Filing Information

Tax Forums and Speaking Engagements

#### Other Sites

Frequently Asked Questions

**Customer Support** 

**Feedback** 

### 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 thirdparty 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**

 Register to Use SSNVS - Registration is required through <u>www.ssa.gov/bso/bsowelcome.htm</u>. Thirdparty preparers need only register once in their own firm's name. Complete the registration form and select your own password. Social Security will verify

## Login to SSNVS

## TABLE OF CONTENTS

SSNVS Information and Instructions

Why Should I Verify Names and SSNs Online

Steps to Register for SSNVS

More Information

- SSNVS Handbook
- SSNVS News
- SSNVS Pamphlet
- Create an SSNVS File
- System Requirements
- Information for Third-Party Users
- Sample Letter to Give Employees
- Frequently
   Asked
   Questions
   and Answers
- Additional <u>Verification</u> Options
- High Group List and Other Ways to Determine if an SSN is
   Valid
- Restrictions on Using SSNVS

your identity against our records and display a User ID. Make note of your the User ID, password and expiration date.

www.ssa.gov/employer/ssnvs handbk.htm

- 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.

USA.gov

Privacy Policy | Website Policies & Other Important Information | Site Map Need Larger Text? Last reviewed or modified Monday Jan 14, 2008

## Social Security Online

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- Video -Software
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- Tutorial
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- Online Security Policy
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- Contact Us
- Electronic Records Express
- Government to Government Services Online

**Business Services Online** 



Business Services Online
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Información para el Empleador en Español

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Log in to Business
Services Online here

New user? Register for Business Services Online here

Complete Phone Registration what is

Log In

Register

Complete Phone Registration

### **News**

### SSNVS Attestation page



OMB Approval No. 0960-0660

#### SSNVS Attestation

#### Proper Use of Social Security Number Verification Service (SSNVS)

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be applied consistently to all workers; for example:
  - o If used for newly hired workers, verify information on all newly hired workers.
  - o If used to verify information on other workers on your database, verify the information for all workers on the entire database
- 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 relate to wage reporting responsibilities and SSNVS should only
  be used for wage reporting responsibilities for hired employees. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit
  checks, montagae apolications, 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 or imprisonment or both.
- Lunderstand that SSA may ban me and/or the company I represent from the use of SSNVS if SSA determines there has been misuse of the service.
- . SSA will advise you when a name and SSN you submitted does not match our records.
  - o This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
  - o This response does not make any statement about your employee's immigration status.
  - This response is not a basis, in and of itself, for you 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 <u>Paperwork Reduction Act of 1995</u>. 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 5 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

BSO Main Menu (BSO Information (Contact Us (Keyboard Navigation (Logout

#### SSNVS Help

#### SSN Verification

Name: ORS15 TEST PIN Submitter EIN: 010000000

#### Please Note:

- All verified, unverified and deceased records will be returned.

  Mandatory fields are indicated by an \*
  Field specific help is available by selecting the underlined links below.

  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

  Home Page 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
(99999999)	This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Please enter the following information for each employee you would like to verify.

	* <u>SSN</u> (9 9 9 9 9 9 9 9)	' <u>First Name</u>	<u>Middle</u> Name	* <u>Last Name</u>	Suffix	Date of Birth	Gender (F / M)
1.							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

Have a question? Call **1.800.772.6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800.325.0778**.

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout



BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

#### SSNVS Help

#### SSN Verification Results

 Employer's EIN:
 01000000
 Name: ORS15 TEST PIN
 Submitter EIN: 010000000

 Records Submitted:
 6

 Failed:
 5
 The following table displays your submitted results. The forverified records and records with a verification results of the following table displays your submitted results. The following table displays y

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 2, 3, 4 or 6.

- 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.

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

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Deceased	213056642	CHARLES	497	MCEVOY		// x -		3
Failed	572029476	SAMANTHA	No the state of the	SMITH	D. V		8	<u>5</u>
Failed	042251894	JOE	1 5	SMITH			8	1
Failed	XXXXX9476	WENDY		WINES	1	04171969	M	2
Failed	XXXXX9476	WENDY	-	WINES	-	01012000		3
Failed	XXXXX9476	WENDY		WINES		01012000	М	4

Verification Results					
Code	Description				
1	SSN is not in Social Security Administration's records				
2	Name and DOB match; Gender does not				
3	Name and Gender match; DOB does not				
4	Name matches; DOB and Gender do not				
5	Name does not match; DOB and Gender not checked				

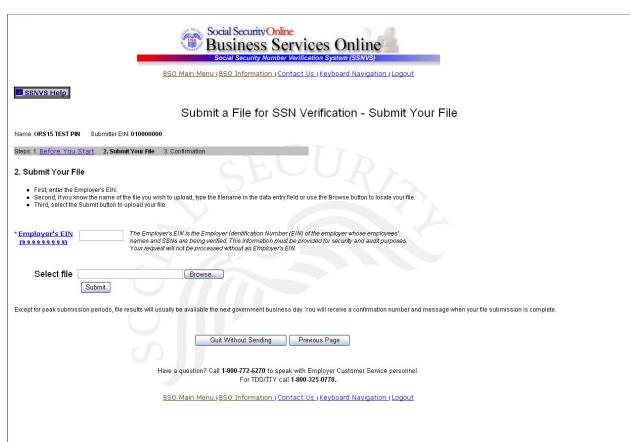
Have a question? Call **1.800.772.6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800.325.0778.** 

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

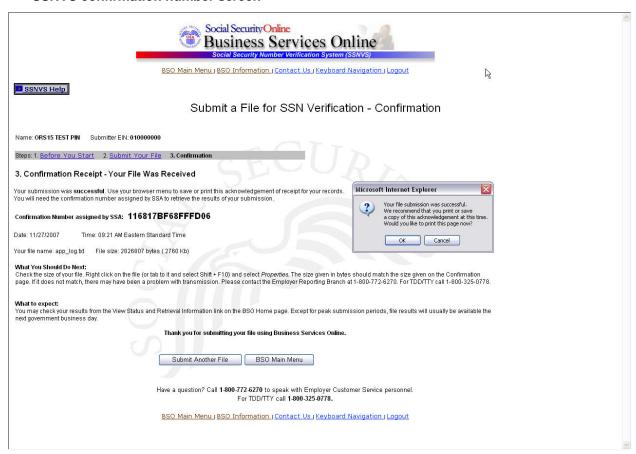
#### SSNVS file upload screen



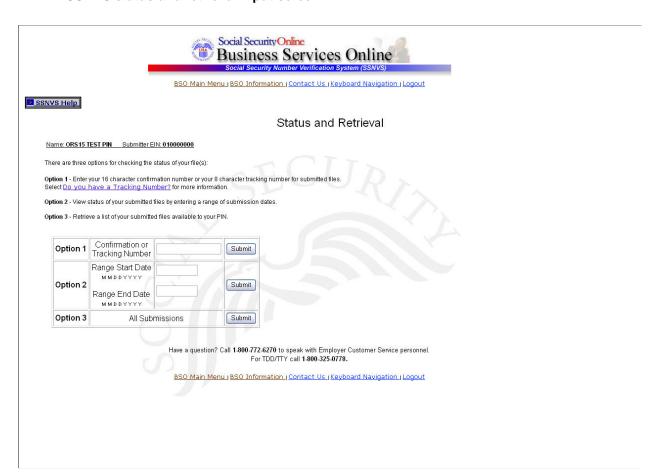
### **Screen Two**



#### SSNVS confirmation number screen



### SSNVS status and retrieval input screen



#### **Status and Retrieval Results**



BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

SSNVS Help

#### Status and Retrieval Results

Name: ORS15 TEST PIN Submitter EIN: 010000000

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 <u>Why Are Some SSNs Masked?</u> for more information.
   SSN did not verify? Select <u>What to do if a SSN fails to verify.</u>

- 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:
- - Right click "DOWNLOAD"
     Select "Save Target As"
     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	<u>Failed</u> <u>Verification</u>	Deceased	Verified	<u>Status</u>	File Size	Retrieval Option(s)	Available Through
11/27/2007	116817BF68FFFD06	9 .		- /	-	IN PROCESS	2760.6 KB		-
11/03/2007	11606345764A4684	36	2	0	34	AVAILABLE	4.6 KB	DOWNLOAD	12/06/2007
11/03/2007	11606351B6E4A11F	678	59	0	619	AVAILABLE	87.4 KB	DOWNLOAD	12/06/2007
11/03/2007	116063615266EB14	974	4	0	970	AVAILABLE	125.6 KB	DOWNLOAD	12/06/2007
08/25/2007	1149D1D5863D4FB7	-	and a	A 100	-	FORMAT OR SURFACE ERRORS 9.		-	
08/25/2007	1149D25675D3BAB0	*37	WY.	-	-	NOT AVAILABLE	1.3 KB	-	->
01/22/2007	A18010EA	18.0		2.5		FORMAT OR SURFACE ERRORS	0.0 KB	-	
10/09/2006	9AE001AB	B B A	1.0 a		-	FORMAT OR SURFACE ERRORS	0.0 KB	-	-
10/09/2006	9AE01321	7-1-1	<b>M</b> - <b>M</b>	-	-	FORMAT OR SURFACE ERRORS	0.0 KB	-	- 5
12/17/2005	8850000B	-	JP -	-	-	NOT AVAILABLE 0.0 F		-	->
12/17/2005	88500002		-	8.50	-	FORMAT OR SURFACE ERRORS	0.0 KB	-	

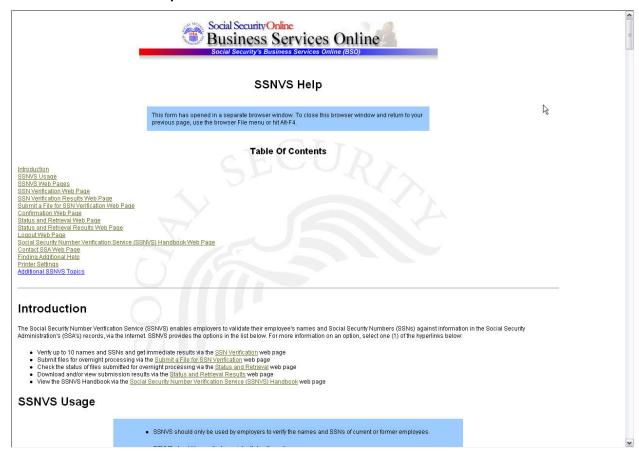
Additional Status Request

What To Do If a Social Security Number (SSN) Does Not Verify

Have a question? Call 1.800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1.800-325-0778.

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

### SSNVS online help screen



#### SSNVS handbook screen

