provisions were changed by legislation in 2004.

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

Ticket to Work

Need BIG Text?

Español

Other Languages

www.socialsecurity.gov

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

★ 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?

The first Baby Boomer has filed for retirement online. You can too.

Save up to $3,600

Apply now for Extra Help with Medicare drug costs

Your Social Security records

Your number & card | Your Statement

Retirement

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...

Business Services Online

ELECTRONIC RECORDS express

Govt to Govt Services Online

Search [   ] GO

✉ Receive updates by email

Login

Frequently Asked Questions

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Information for:

The Press

Congress

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Useful links

Benefit Eligibility Screening Tool (BEST)

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GO

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

eNews Check out our latest electronic newsletter

Business Services Online

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 EST

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.

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News

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

Attention BSO Users

Business Services Online is currently experiencing a high volume of customer inquiries related to new registrations. Please be advised that customer service phone calls in response to faxed documents may exceed the two-day business day turnaround.

Log in to Business Services Online here | Log In |

New user? Register for Business Services Online here | Register |

Complete Phone Registration what is | Complete Phone Registration |

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- **[Consent Based SSN Verification]** NEW **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.

[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 must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.

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](#)   [Need 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

Information for Software Developers

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 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 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
Last reviewed or modified Monday Jan 14, 2008

Need Larger Text?

Social Security Online

Business Services Online

Online Services Availability
Monday-Friday: 5 AM - 1 AM EST
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Business Services Online
Welcome to Business Services Online

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→ Log in to Business Services Online here | Log In

New user? Register for Business Services Online here | Register

Complete Phone Registration what is | Complete Phone Registration

SSNVS Screen Shots

SSNVS Attestation page

Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

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:

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

  - 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, 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 or imprisonment or both.

- I understand 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.

  - 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, 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 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 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]

SSNVS direct input screen

☑ 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
(9 9 9 9 9 9 9 9)
The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. 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.

	* SSN **(9 9 9 9 9 9 9 9 9)**	*** First Name**	**Middle Name**	*** Last Name**	**Suffix**	**Date of Birth** **(M M D D Y Y Y Y)**	**Gender** **(F / M)**
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.**

SSNVS direct input results screen

SSNVS Help

SSN Verification Results

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

Records Submitted: **6**
Failed: **5**
Deceased: **1**
Verified Records: **0**

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

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.

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Deceased	213056642	CHARLES	-	MCEVOY	-	-	-	-
Failed	572029476	SAMANTHA	-	SMITH	-	-	-	5
Failed	042251894	JOE	-	SMITH	-	-	-	1
Failed	XXXXX9476	WENDY	-	WINES	-	04171969	M	2
Failed	XXXXX9476	WENDY	-	WINES	-	01012000	-	3
Failed	XXXXX9476	WENDY	-	WINES	-	01012000	M	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.**

SSNVS file upload screen

✓ SSNVS Help

Submit a File for SSN Verification - Before You Start

Name: ORS15 TEST PIN   Submitter EIN: **010000000**

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.

- **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.

[Cancel and Quit]   [Continue]

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

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Screen Two

✓ SSNVS Help

Submit a File for SSN Verification - Submit Your File

Name: **ORS15 TEST PIN**   Submitter EIN: **010000000**

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

2. Submit Your File

- First, enter the Employer's EIN.
- 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
(9 9 9 9 9 9 9 9 9)   [   ]   The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

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.

[Quit Without Sending]   [Previous Page]

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778.**

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SSNVS confirmation number screen

Social Security Online
Business Services Online
Social Security Number Verification System (SSNVS)

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

SSNVS Help

Submit a File for SSN Verification - Confirmation

Name: **ORS15 TEST PIN**   Submitter EIN: **010000000**

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: 116817BF68FFFD06

Date: 11/27/2007   Time: 09:21 AM Eastern Standard Time

Your file name: app_log.txt   File size: 2826807 bytes (2760 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 BSO Home 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.

[Submit Another File]   [BSO Main Menu]

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

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Microsoft Internet Explorer dialog box:
Your file submission was successful.
We recommend that you print or save
a copy of this acknowledgement at this time.
Would you like to print this page now?
[OK]   [Cancel]

SSNVS status and retrieval input screen

Social Security Online
Business Services Online
Social Security Number Verification System (SSNVS)

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SSNVS Help

Status and Retrieval

Name: **ORS15 TEST PIN**   Submitter EIN: **010000000**

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 PIN.

Option 1	Confirmation or Tracking Number		Submit
Option 2	Range Start Date M M D D Y Y Y Y		Submit
	Range End Date M M D D Y Y Y Y		
Option 3	All Submissions		Submit

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

Status and Retrieval Results

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 Why Are Some SSNs Masked? for more information.
- SSN did not verify? Select What to do if a 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
11/27/2007	116817BF68FFFD06	-	-	-	-	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	-	-	-	-	FORMAT OR SURFACE ERRORS	9.8 KB	-	-
08/25/2007	1149D25675D3BAB0	-	-	-	-	NOT AVAILABLE	1.3 KB	-	-
01/22/2007	A18010EA	-	-	-	-	FORMAT OR SURFACE ERRORS	0.0 KB	-	-
10/09/2006	9AE001AB	-	-	-	-	FORMAT OR SURFACE ERRORS	0.0 KB	-	-
10/09/2006	9AE01321	-	-	-	-	FORMAT OR SURFACE ERRORS	0.0 KB	-	-
12/17/2005	8850000B	-	-	-	-	NOT AVAILABLE	0.0 KB	-	-
12/17/2005	88500002	-	-	-	-	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.**

SSNVS online help screen

Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

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

- SSNVS should only be used by employers to verify the names and SSNs of current or former employees.

SSNVS handbook screen

Social Security Online
www.socialsecurity.gov

Social Security Number Verification Service (SSNVS)

Home | Questions? | Contact Us | Search [ ] GO

Social Security Number Verification Service (SSNVS) Handbook

If you are navigating using only the keyboard or using an assistive device and need help, visit our *Keyboard Commands* page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.

Social Security
Business Services Online
Social Security Number
Verification Service
(SSNVS)

www.socialsecurity.gov

Social Security Administration
Office of Systems Electronic Services
6401 Security Boulevard
Baltimore, Maryland 21235

Revised September 2007

Employer Information Directory

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