



BSO Tutorial for Tax Year 2009

Submit a Wage File

Contains the following lessons:

- [Submit a W-2 Wage File](#)
- [Submit a W-2c Wage File](#)
- [Submit a Resubmission File](#)
- [Submit a Reconciliation File](#)
- [Submit a Special Wage Payments File](#)

LESSON 1: SUBMIT A W-2 WAGE FILE

Follow the instructions below to submit a W-2 wage file to the Social Security Administration (SSA). For information on preparing formatted Wage W-2 data files for electronic filing (EFW2, formerly Magnetic Media and Electronic Filing-1 [MMREF-1]), select the link for *Specifications for Filing Forms W-2 Electronically (EFW2)* at www.socialsecurity.gov/employer/pub.htm.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

The screenshot shows the Business Services Online (BSO) Welcome to Business Services Online page. The page has a red header with the Social Security Administration logo and the text "Business Services Online". Below the header is a navigation bar with links for "Home", "Questions?", and "Contact Us", and a search box. The main content area is divided into several sections:

- Online Services Availability:** Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, Sunday: 8 AM - 11:30 PM EST.
- Information:** A list of links including "BSO Electronic W-2 Filing Handbook", "SSNVS Handbook", "Video - Software 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", and "Government to Government Services Online".
- News:** A list of links including "Wage News", "Electronic Records Express News", "Social Security Number Verification News", "Consent Based SSN Verification", and "Form SSA-1694 News".
- Business Services Online Welcome to Business Services Online:** A central section with a "BSO HELP" link and a "DON'T USE YOUR BROWSER'S BACK BUTTON" warning. It includes a "REGISTRATION" section, a "LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS" section, and a "Complete Phone Registration" link. There are three buttons: "Log In", "Register", and "Complete Phone Registration".
- Reporting Wages to the SSA:** A section explaining how 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. It includes a link for "More information about Reporting Wages".
- Social Security Number Verification Service (SSNVS):** A section explaining how 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. It includes a link for "More information about Verifying Social Security Numbers".
- Form SSA-1694 Request for Business Entity Taxpayer Information:** A section explaining how to register with the SSA using the Form SSA-1694. It includes links for "Select Login" and "Select Register". It also includes a link for "More information about the Attorney Fee Service".

At the bottom of the page, there is a footer with the text "USA.gov", "Privacy Policy | Website Policies & Other Important Information | Site Map", and "Need Larger Text?".

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO [Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#)

Log In to Online Services

Online Services Availability

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

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration](#)?

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I have read & agree to these terms.

www.socialsecurity.gov BSO [Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#)

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
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](#)

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

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 **1-800-325-0773**.

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

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.


[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

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.

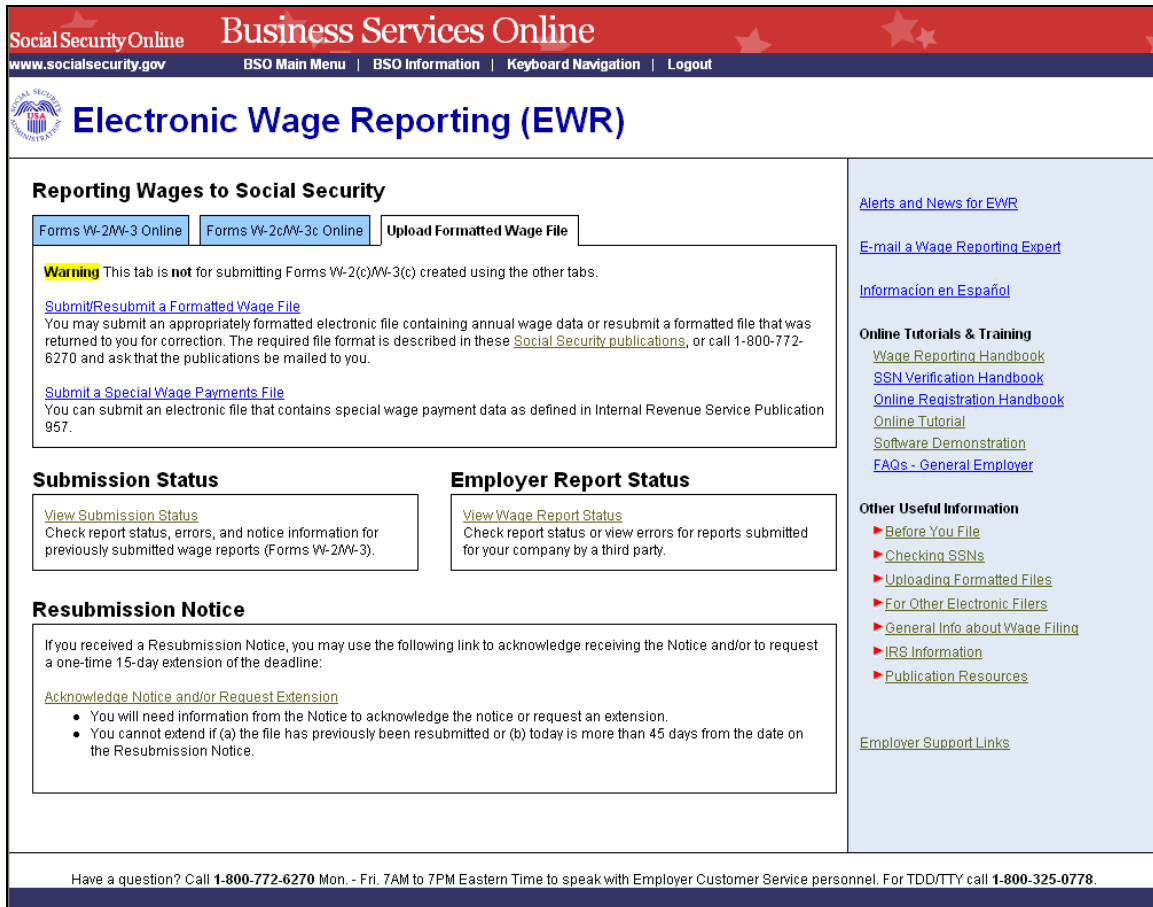
By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

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**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)



Reporting Wages to Social Security

Forms W-2WV-3 Online | Forms W-2cWV-3c Online | **Upload Formatted Wage File**

Warning This tab is **not** for submitting Forms W-2(c)WV-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)
You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these [Social Security publications](#), or call 1-800-772-6270 and ask that the publications be mailed to you.

[Submit a Special Wage Payments File](#)
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

Submission Status
[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2WV-3).

Employer Report Status
[View Wage Report Status](#)
Check 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](#)
[Software Demonstration](#)
[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.

STEP 7: Select the **Upload Formatted Wage File** tab. The system displays the tasks associated with Upload Formatted Wage File.

Select the **Submit/Resubmit a Formatted Wage File** link. The system displays the Before You Start page.

Social Security Online
Electronic Wage Reporting (EWR)

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

Upload Formatted Wage File

EWR Handbook

Before You Start

Name: TESTFIRSTNAME TESTLASTNAME

Steps: **1. Before You Start** | 2. What's in the File? | 3. Submit Your File | 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
 We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) | [Download AccuW2C](#)

2. Zip Your File
 If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
 Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

 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**.

STEP 8: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

To return to the EWR Home page, select the **Quit without sending** button.

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

Upload Formatted Wage File

[EWR Handbook](#)

What's In the File?

Name: TESTFIRSTNAME TESTLASTNAME
 Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Please enter the following information from the Resubmission Notice:

Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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.

STEP 9: If multiple Employer Identification Numbers (EIN) are associated with the submitter, then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise, proceed to [Step 10](#).

Employer Identification Number

Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file:

STEP 10: Select the **New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)** radio button and select the **Continue** button to access the Submit Your File page.

To return to the Before You Start page, select the **Back to Step 1** button.

To return to the EWR Home page, select the **Quit without sending** button.


Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Enlargement, above, of the radio buttons from the What's In The File page

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

Electronic Wage Reporting (EWR)

 **Upload Formatted Wage File**

[EWR Handbook](#)

Submit Your File

Name: TESTFIRSTNAME TESTLASTNAME

Steps: [1. Before You Start](#) [2. What's in the File?](#) [3. Submit Your File](#) [4. Confirmation](#)

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select 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.

STEP 11: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

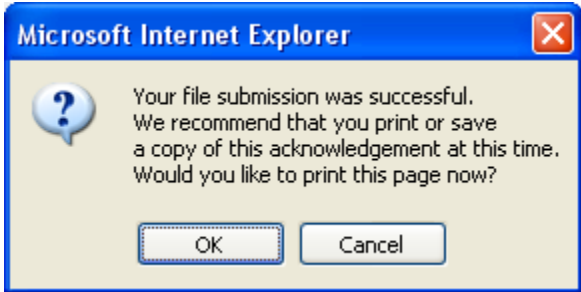
STEP 12: Select the **Submit** button to submit the file to SSA. After displaying the Please wait. Your file upload is in progress... page, the system displays the Confirmation – Your File Was Received page with a pop-up window for the option of requesting a printed copy of the confirmation. To print the Confirmation – Your File Was Received page, please go to Step 13.

Before submitting any file, there are two other options you may exercise:

1. To return to the EWR Home page, select the **Quit without sending** button.
2. To return to the What's in the File? page, select the **Previous Page** button.

STEP 13: Select the **OK** button in the pop-up window (see screen example below) to print the Confirmation – Your File Was Received page.

Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print the Confirmation – Your File Was Received page and check the size of your file.

Social Security Online **Electronic Wage Reporting (EWR)**

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Upload Formatted Wage File**

[EWR Handbook](#)

Confirmation - Your File Was Received

Name: TESTFIRSTNAME TESTLASTNAME

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 08/04/2009 08:37 AM Eastern Standard Time	Wage File Identifier (WFID): KWW887
Employer Identification Number (EIN): 000000000	Your File Name: BSO - What's In the File.htm
File Size: 8,168 bytes (8 Kb)	Assigned File Name: 122E569CF5B110BA_2010KWW88701

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

[Submit Another File](#) [EWR Home](#)

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.

STEP 14: To submit another file, select the **Submit Another File** button to return to the What's in the File? page.

To return to the EWR Home page, select the **EWR Home** link at the top of the page or the **EWR Home** button at the bottom of the page.



*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status** link from the EWR Home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

LESSON 2: SUBMIT A W-2C WAGE FILE

Follow the instructions below to submit a corrected W-2 wage file to SSA. For information on preparing formatted X Wage W-2c data files for electronic filing (EFW2C, formerly MMREF-2), select the link for *Specifications for Filing Forms W-2c Electronically (EFW2C)* at www.socialsecurity.gov/employer/pub.htm.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

The screenshot shows the Business Services Online (BSO) Welcome page. The header includes the Social Security Administration logo and the text "Business Services Online". Below the header is a navigation bar with links for "Home", "Questions?", and "Contact Us", along with a search box. The main content area is divided into several sections:

- Online Services Availability:** Lists operating hours for Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST).
- Information:** A list of links including "BSO Electronic W-2 Filing Handbook", "SSNVS Handbook", "Video - Software 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", and "Government to Government Services Online".
- News:** A list of links including "Wage News", "Electronic Records Express News", "Social Security Number Verification News", "Consent Based SSN Verification", and "Form SSA-1694 News".
- Business Services Online Welcome to Business Services Online:** A central section with a "DON'T USE YOUR BROWSER'S BACK BUTTON" warning and a "BSO HELP" link. It contains introductory text and three main sections:
 - REGISTRATION:** Instructions for new users to create a password and receive a User ID, and for existing users to complete their registration process.
 - LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS:** Instructions for registered users to log in and access services.
 - Log in to Business Services Online here:** A button labeled "Log In".
 - New user? Register for Business Services Online here:** A button labeled "Register".
 - Complete Phone Registration what is this?:** A button labeled "Complete Phone Registration".
- Explanation of BSO Services:** A section with three sub-sections:
 - Reporting Wages to the SSA:** Describes the process of sending W-2 and W-2c forms electronically and provides a link for "More information about Reporting Wages".
 - Social Security Number Verification Service (SSNVS):** Describes the service for verifying names and Social Security Numbers and provides a link for "More information about Verifying Social Security Numbers".
 - Form SSA-1694 Request for Business Entity Taxpayer Information:** Describes the service for business entities and provides a link for "More information about the Attorney Fee Service".

At the bottom of the page, there is a footer with contact information: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and links for "Privacy Policy", "Website Policies & Other Important Information", "Site Map", and "Need Larger Text?".

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

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

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration](#)?

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**
 www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
 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

Main Menu

Welcome, JOHN PUBLIC
 Your password expires on **January 06, 2010**

Report Wages To Social Security
 Submit, download or process W-2s and W-2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

Web Service
 With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

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 **1-800-325-0773**.

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

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

The screenshot shows the 'Wage Reporting Attestation' page on the Social Security Administration's Business Services Online (BSO) portal. The page features a red header with the SSA logo and navigation links. The main content area contains a user certification statement and two buttons for accepting or declining the terms.

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**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | **Upload Formatted Wage File**

Warning This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)
You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these [Social Security publications](#), or call 1-800-772-6270 and ask that the publications be mailed to you.

[Submit a Special Wage Payments File](#)
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

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 Wage Report Status](#)
Check 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](#)
[Informacion en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[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**.

STEP 7: Select the **Upload Formatted Wage File** tab. The system displays the tasks associated with Upload Formatted Wage File.

Select the **Submit/Resubmit a Formatted Wage File** link. The system displays the Before You Start page.

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

 **Upload Formatted Wage File**

EWR Handbook

Before You Start

Name: TESTFIRSTNAME TESTLASTNAME
 Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
 We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
 If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
 Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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.

STEP 8: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

To return to the EWR Home page, select the **Quit without sending** button.

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

Electronic Wage Reporting (EWR)

Upload Formatted Wage File

[EWR Handbook](#)

What's in the File?

Name: TESTFIRSTNAME TESTLASTNAME

Steps: [1. Before You Start](#) **2. What's in the File?** [3. Submit Your File](#) [4. Confirmation](#)

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Please enter the following information from the Resubmission Notice:

Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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.

STEP 9: If multiple Employer Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise, proceed to [Step 10](#).

Employer Identification Number

Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file:

STEP 10: Select the **New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)** radio button and select the **Continue** button to access the Submit Your File page.

To return to the Before You Start Page, select the **Back to Step 1** button.

To return to the EWR Home page, select the **Quit without sending** button.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file
(Select only if you have received a Resubmission Notice)

Enlargement, above, of the radio buttons from the What's In The File page

STEP 11: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

STEP 12: Select the **Submit** button to submit the file to SSA. After displaying the Please wait. Your file upload is in progress... page, the system displays the Confirmation – Your File Was Received page with a pop-up window for the option of requesting a printed copy of the confirmation. To print the Confirmation – Your File Was Received page, please go to Step 13.

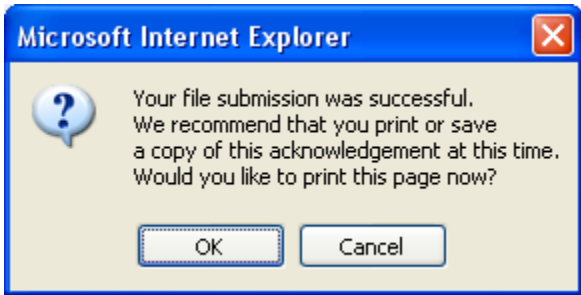
Before submitting any file, there are two other options you may exercise:

1. To return to the EWR Home page, select the **Quit without sending** button.

2. To return to the What's in the File? page, select the **Previous Page** button.

STEP 13: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page (see screen example below).

Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print the Confirmation – Your File Was Received page and check the size of your file.

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

Electronic Wage Reporting (EWR)

Upload Formatted Wage File

[EWR Handbook](#)

Confirmation - Your File Was Received

Name: TESTFIRSTNAME TESTLASTNAME

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 08/04/2009 08:37 AM Eastern Standard Time	Wage File Identifier (WFI): KVV887
Employer Identification Number (EIN): 000000000	Your File Name: BSO - What's In the File.htm
File Size: 8,168 bytes (8 Kb)	Assigned File Name: 122E569CF5B110BA_2010KVV88701

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using 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.

STEP 14: To submit another file, select the **Submit Another File** button to return to the What's in the File? page.

To return to the EWR Home page, select the **EWR Home** link at the top of the page or the **EWR Home** button at the bottom of the page.



*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status** link from the EWR Home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

LESSON 3: SUBMIT A RESUBMISSION FILE

Follow the instructions below to submit a resubmission file to the SSA. This option should be used only if you have received a notice from the SSA asking you to correct and resubmit your data. The Employer Identification Number (EIN) of the person resubmitting wage data to SSA must match the EIN of the person who originally submitted the file.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online **Business Services Online**

www.socialsecurity.gov Home Questions? Contact Us Search GO

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

Business Services Online **BSO HELP**
Welcome to Business Services Online

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](#)
- [Video - Software 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

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

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](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is 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/ITTY call 1-800-325-0776.

USA.gov [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#) [Need Larger Text?](#)
Last reviewed or modified Wednesday Nov 21, 2007

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

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

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration](#)?

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I have read & agree to these terms.

www.socialsecurity.gov | BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**
 www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
 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

Main Menu

Welcome, JOHN PUBLIC
 Your password expires on **January 06, 2010**

Report Wages To Social Security
 Submit, download or process W-2s and W-2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

Web Service
 With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.
 The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

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**.

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

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

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**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | **Upload Formatted Wage File**

Warning This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)
You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these [Social Security publications](#), or call 1-800-772-6270 and ask that the publications be mailed to you.

[Submit a Special Wage Payments File](#)
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

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 Wage Report Status](#)
Check 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](#)
[Informacion en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[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**.

STEP 7: Select the **Upload Formatted Wage File** tab. The system displays the tasks associated with Upload Formatted Wage File.

Select the **Submit/Resubmit a Formatted Wage File** link. The system displays the Before You Start page.

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

Upload Formatted Wage File

[EWR Handbook](#)

Before You Start

Name: TESTFIRSTNAME TESTLASTNAME
 Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
 We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
 If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
 Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.


Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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**.

STEP 8: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

To return to the EWR Home page, select the **Quit without sending** button.

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

 **Upload Formatted Wage File**

[EWR Handbook](#)

What's In the File?

Name: TESTFIRSTNAME TESTLASTNAME
 Steps: [1. Before You Start](#) | [2. What's in the File?](#) | [3. Submit Your File](#) | [4. Confirmation](#)

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Please enter the following information from the Resubmission Notice:

Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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.

STEP 9: If multiple Employer Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to [Step 10](#).

Employer Identification Number
 Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file:

STEP 10: Select the **Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)** radio button. The system will activate the fields below the Resubmission radio button.

Which of the following is the best description of the wage report(s) in your file?

New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)

New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)

Resubmission to correct errors that prevented SSA from processing a previously submitted file
(Select only if you have received a Resubmission Notice)

Please enter the following information from the Resubmission Notice:

Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Enlargement, above, of the radio buttons from the What's In The File page

STEP 11: Select the original receipt year in the **Original Receipt Year (not Tax Year)** from the drop-down menu. This should match the Receipt Year given on the Resubmission Notice.

STEP 12: Enter the Wage File Identifier (WFID) in the WFID field.

STEP 13: Select the **Continue** button to access the Submit Your File page.

To return to the Before You Start page, select the **Back to Step 1** button.

To return to the EWR Home page, select the **Quit without sending** button.

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

Upload Formatted Wage File

[EWR Handbook](#)

Submit Your File

Name: TESTFIRSTNAME TESTLASTNAME

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select 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.

STEP 14: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

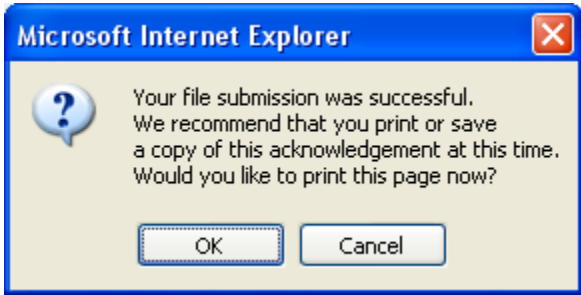
STEP 15: Select the **Submit** button to submit the file to SSA. After displaying the Please wait. Your file upload is in progress... page, the system displays the Confirmation – Your File Was Received page with a pop-up window for the option of requesting a printed copy of the confirmation. To print the Confirmation – Your File Was Received page, please go to Step 16.

Before submitting any file, there are two other options you may exercise:

1. To return to the EWR Home page, select the **Quit without sending** button.
2. To return to the What's in the File? page, select the **Previous Page** button.

STEP 16: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page (see screen example below).

Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print the Confirmation – Your File Was Received page and check the size of your file.

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

Electronic Wage Reporting (EWR)

Upload Formatted Wage File

EWR Handbook

Confirmation - Your File Was Received

Name: TESTFIRSTNAME TESTLASTNAME
Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 08/04/2009 08:37 AM Eastern Standard Time	Wage File Identifier (WFID): KVV887
Employer Identification Number (EIN): 000000000	Your File Name: BSO - What's in the File.htm
File Size: 8,168 bytes (8 Kb)	Assigned File Name: 122E569CF5B110BA_2010KVV88701

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using 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.

STEP 17: To submit another file, select the **Submit Another File** button to return to the What's in the File? page.

To return to the EWR Home page, select **EWR Home** link at the top of the page or the **EWR Home** button at the bottom of the page.



*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status** link from the EWR Home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

LESSON 4: SUBMIT A RECONCILIATION FILE

Follow the instructions below to submit a reconciliation file to the SSA. This option should only be used if you have received a letter from the SSA notifying you of a discrepancy between money amounts shown on a Form W-3 sent to the SSA and a Form 941 sent to the IRS.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Business Services Online
Welcome to Business Services Online

Business Services Online
Welcome to Business Services Online

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.

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.

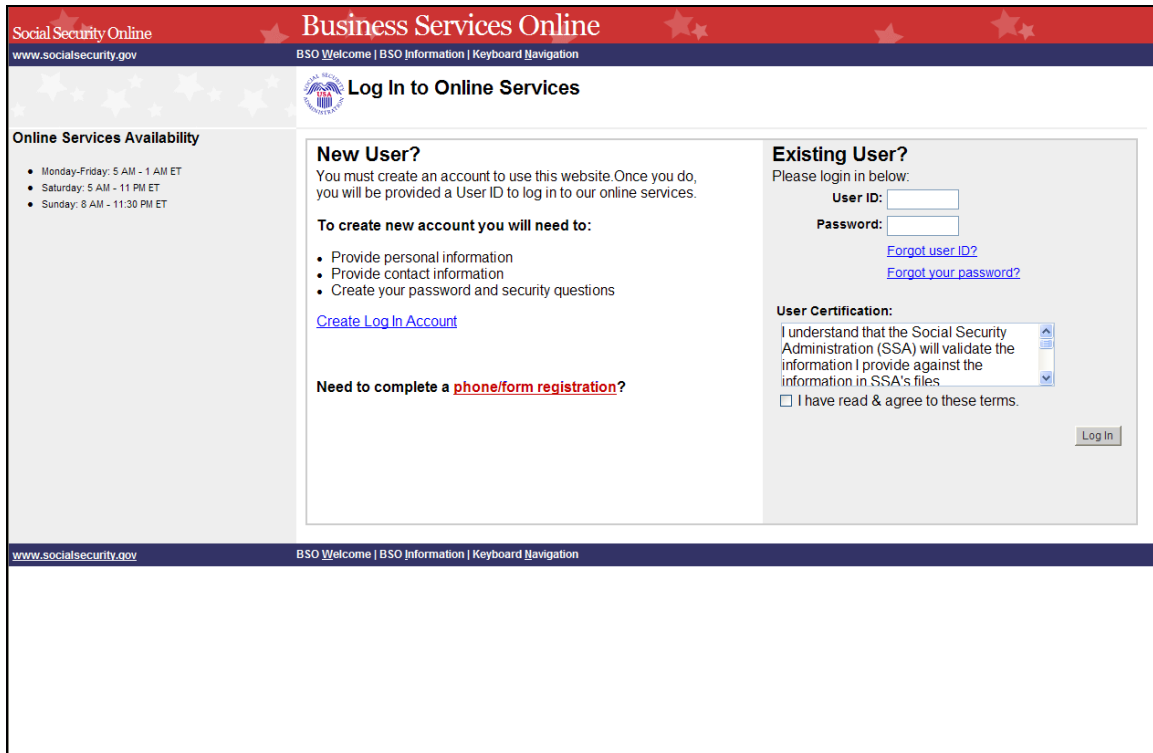
Social Security Number Verification Service (SSNVS)
For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company 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 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.

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.



STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
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](#)

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

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 **1-800-325-0773**.

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

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.


[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

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**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)


The screenshot shows the 'Electronic Wage Reporting (EWR)' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main content area is titled 'Electronic Wage Reporting (EWR)' and features three tabs: 'Forms W-2W-3 Online', 'Forms W-2cW-3c Online', and 'Upload Formatted Wage File'. A warning message states that the 'Upload Formatted Wage File' tab is not for Forms W-2(c)W-3(c) created using other tabs. It provides links to 'Submit/Resubmit a Formatted Wage File' and 'Submit a Special Wage Payments File'. Below this are sections for 'Submission Status' and 'Employer Report Status', each with a 'View' link and a brief description. A 'Resubmission Notice' section follows, explaining the process and providing a link to 'Acknowledge Notice and/or Request Extension'. On the right side, there is a sidebar with various links including 'Alerts and News for EWR', 'E-mail a Wage Reporting Expert', 'Informacion en Español', 'Online Tutorials & Training' (with links to various handbooks and tutorials), and 'Other Useful Information' (with links to 'Before You File', 'Checking SSNs', 'Uploading Formatted Files', 'For Other Electronic Filers', 'General Info about Wage Filing', 'IRS Information', and 'Publication Resources'). At the bottom, there is a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 7: Select the **Upload Formatted Wage File** tab. The system displays the tasks associated with Upload Formatted Wage File.

Select the **Submit/Resubmit a Formatted Wage File** link. The system displays the Before You Start page.

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

Electronic Wage Reporting (EWR)

 **Upload Formatted Wage File**

[EWR Handbook](#)

Before You Start

Name: TESTFIRSTNAME TESTLASTNAME

Steps: **1. Before You Start** 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
[What do these programs check?](#)
[Which errors are most critical to fix?](#)
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.
Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.


Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

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.

STEP 8: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

To return to the EWR Home page, select the **Quit without sending** button.

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

 **Upload Formatted Wage File**

[EWR Handbook](#)

What's In the File?
 Name: TESTFIRSTNAME TESTLASTNAME
 Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Which of the following is the best description of the wage report(s) in your file?
 New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)
 New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
 Resubmission to correct errors that prevented SSA from processing a previously submitted file
 (Select only if you have received a Resubmission Notice)

Please enter the following information from the Resubmission Notice:
 Original receipt year (not Tax Year):
 Wage File Identifier (WFID):

Have you received a Reconciliation letter?
 YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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.

STEP 9: If multiple Employer Identification Numbers (EIN) are associated with the submitter then a list box of EINs will appear. An EIN should be selected from the list box. Otherwise proceed to [Step 10](#).

Employer Identification Number
 Your User ID is associated with multiple Employer Identification Numbers (EIN).

Please select a submitter EIN for this file:

STEP 10: Select the appropriate type of file (New W-2s/W-3s for Tax Year 2009 or previous tax year (EFW2)).

STEP 11: Select the “**YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3)**” checkbox.

STEP 12: Select the **Continue** button to access the Submit Your File page.

To return to the Before You Start page, select the **Back to Step 1** button.

To return to the EWR Home page, select the **Quit without sending** button.

STEP 13: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

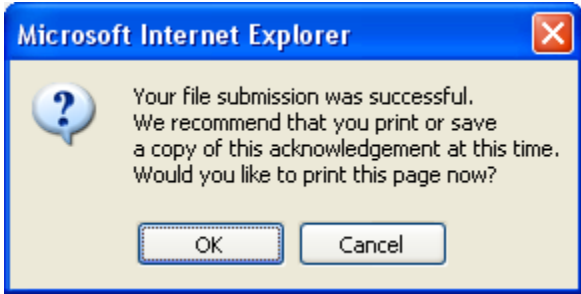
STEP 14: Select the **Submit** button to submit the file to SSA. After displaying the Please wait. Your file upload is in progress... page, the system displays the Confirmation – Your File Was Received page with a pop-up window for the option of requesting a printed copy of the confirmation. To print the Confirmation – Your File Was Received page, please go to Step 15.

Before submitting any file, there are two other options you may exercise:

1. To return to the EWR Home page, select the **Quit without sending** button.
2. To return to the What's in the File? page, select the **Previous Page** button.

STEP 15: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page (see screen example, below).


Otherwise, select the **Cancel** button to close the pop-up window.



At this time, print the Confirmation – Your File Was Received page and check the size of your file.

Social Security Online **Electronic Wage Reporting (EWR)**

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

 **Upload Formatted Wage File**

[EWR Handbook](#)

Confirmation - Your File Was Received

Name: TESTFIRSTNAME TESTLASTNAME

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Wage File Identifier for checking the processing status.

Receipt Date: 08/04/2009 08:37 AM Eastern Standard Time	Wage File Identifier (WFI): KVV887
Employer Identification Number (EIN): 000000000	Your File Name: BSO - What's In the File.htm
File Size: 8,168 bytes (8 Kb)	Assigned File Name: 122E569CF5B110BA_2010KVV88701

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

[Submit Another File](#) [EWR Home](#)

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.

STEP 16: To submit another file, select the **Submit Another File** button to return to the What's in the File? page.

To return to the EWR Home page, select the **EWR Home** link at the top of the page or the **EWR Home** button at the bottom of the page.



*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status** link from the EWR Home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

LESSON 5: SUBMIT A SPECIAL WAGE PAYMENTS FILE

Follow the instructions below to submit a special wage payments file to the Social Security Administration (SSA). For information on preparing Special Wage Payment data files for electronic filing (EFW2, formerly Magnetic Media and Electronic Filing-1 [MMREF-1]), select the link for *Specifications for Filing Forms W-2 Electronically (EFW2)* at www.socialsecurity.gov/employer/pub.htm.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

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" 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](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

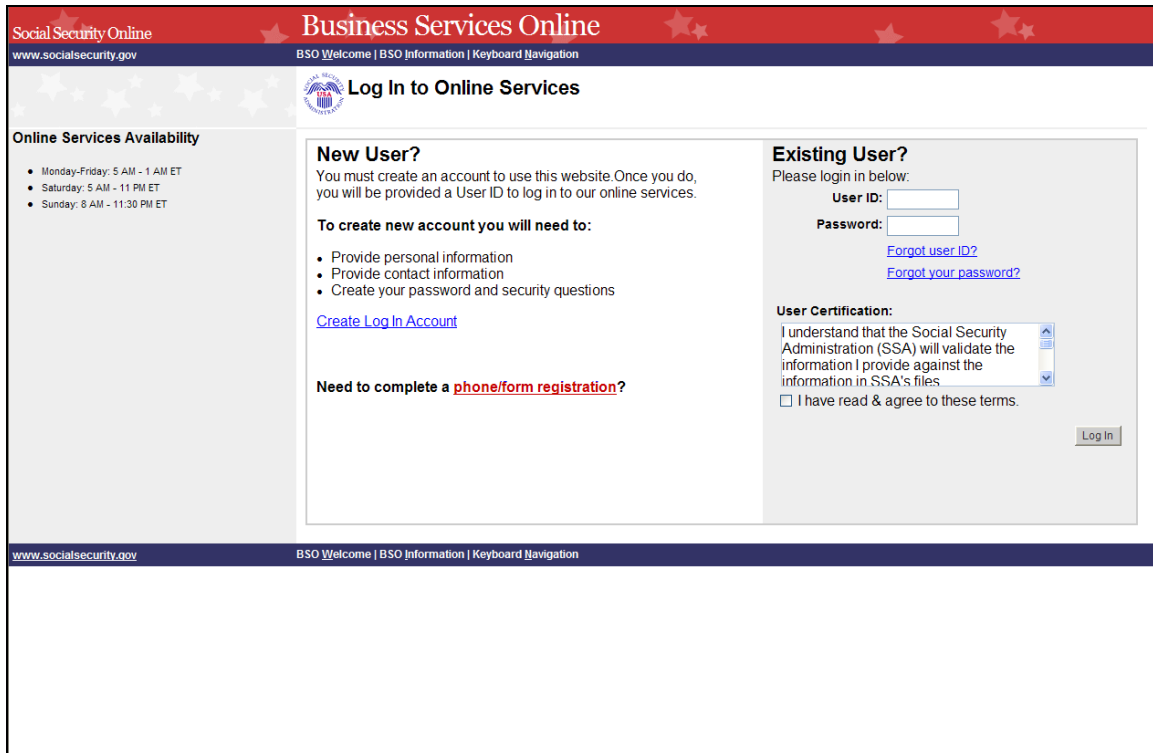
Reporting Wages to the SSA
Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a 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 QCO 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/ITTY call 1-800-325-0778.

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.



STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
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](#)

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

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**.

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

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.


[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

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**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

Social Security Online Business Services Online
www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | **Upload Formatted Wage File**

Warning This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)
You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these [Social Security publications](#), or call 1-800-772-6270 and ask that the publications be mailed to you.

[Submit a Special Wage Payments File](#)
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

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 Wage Report Status](#)
Check 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](#)
[Software Demonstration](#)
[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.

STEP 7: Select the **Upload Formatted Wage File** tab. The system displays the tasks associated with Upload Formatted Wage File.

Select the **Submit a Special Wage Payments File** link. The system displays the Submit Your Special Wage Payments File page.

Social Security Online
Electronic Wage Reporting (EWR)

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

Upload Special Wage Payment File

EWR Handbook

Submit Your Special Wage Payments File

Name: TESTFIRSTNAME TESTLASTNAME

1. **Review your file(s) for correct formatting.**
 The file format for Special Wage Payments is described in Publication 957, which is available by clicking the link below. Please ensure that the format of your file is correct so that it will process successfully.
[Reporting Back Pay and Special Wage Payments](#)
2. **Zip Your File**
 If you have a large file (e.g., greater than 10MB) or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip, PKZip, and the Windows XP file compression utility are examples of acceptable compression tools.
3. **Submit Your File**
 Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select 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.

STEP 8: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

STEP 9: Select the **Submit** button to submit the file to SSA. After displaying the Please wait. Your file upload is in progress... page, the system displays the Confirmation – Your File Was Received page with a pop-up window for the option of requesting a printed copy of the confirmation. To print the Confirmation – Your File Was Received page, please go to Step 10.


To return to the EWR Home page, select the **Quit without sending** button.

Select the **Reporting Back Pay and Special Wage Payments** link to view the Internal Revenue Service (IRS) Publication 957, “Reporting Back Pay and Special Wage Payments to the Social Security Administration”.



If you submit a Special Wage Payment file that is not formatted correctly, you will receive an error message stating, "The file you submitted is not in the appropriate file format for Special Wage Payments." If this occurs, please go to information on preparing Special Wage Payment data files for electronic filing (EFW2, formerly Magnetic Media and Electronic Filing-1 [MMREF-1]) by selecting the link for Specifications for Filing Forms W-2 Electronically (EFW2) at www.socialsecurity.gov/employer/pub.htm.

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

 **Upload Special Wage Payment File**

EWR Handbook

Special Wage Payments File Submission Confirmation

Name: TESTFIRSTNAME TESTLASTNAME

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Special Wage Payment Confirmation Number for checking the processing status.

Date: 08/07/2009 Confirmation Number: 122F60EB36DD99ED
Time: 02:11 PM Eastern Standard Time Your File Name: WBD0CVAL.txt
File Size: 1,102 bytes (1.1 Kb)

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

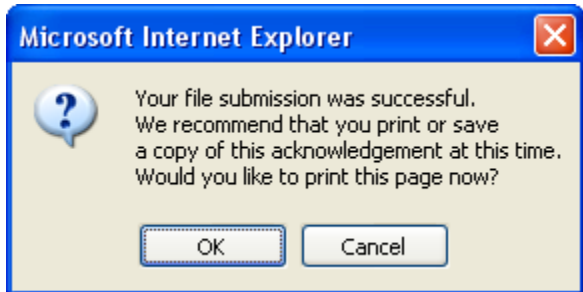
What to expect:
Please allow 24 to 48 hours to complete the processing of your file. Our business days are Monday through Friday.

Thank you for submitting your report using 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.

STEP 10: Select the **OK** button in the pop-up window (see screen example below) to print the Confirmation – Your File Was Received page.

Otherwise, select the **Cancel** button to close the pop-up window.



STEP 11: To submit another file, select the **Submit Another File** button to return to the Submit Your Special Wage Payments File page.

To return to the EWR Home page, select the **EWR Home** link at the top of the page or the **EWR Home** button at the bottom of the page.



*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status** link from the EWR Home page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*