

SSNVS 2015 Screen Package

OMB Clearance 0960-0660

The Social Security Number Verification Service

[Login to SSNVS](#)

SSNVS Overview

There are two Internet verification options you can use to verify that your employee names and Social Security numbers (SSN) 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 processing costs and reduces the number of W-2c's.
- Allows Social Security to give the proper credit to your employees' earnings record, which will be important information in determining their Social Security benefits in the future.

Steps to Register for SSNVS

[> Step 1: Register to Use SSNVS](#)[> Step 2: Request Access and Activation Code](#)[> Step 3: Activation Code is Mailed to Your Employer](#)[> Step 4: Login to Use the Service](#)

NOTE

For more detailed instructions on registering and/or using SSNVS, see the [Social Security Number Verification Service Handbook](#).

Links

[SSNVS Handbook](#)[SSNVS News](#)[SSNVS Pamphlet](#)[How to Create an SSNVS File](#)[Sample SSNVS letter to give to employees](#)[Additional Verification Options](#)[Restrictions on Using SSNVS](#)

Business Services Online

[Go To Log In](#)[Go To Register](#)[Go To Complete Phone Registration](#)

Business Services Online (BSO)

Hours of Operation

Monday - Friday: 5 AM - 1 AM ET

Saturday: 5 AM - 11 PM ET

Sunday: 8 AM - 11:30 PM ET

About W-2 Filing

[> Before You File](#)[Electronic W-2/W-2c Filing Handbook](#)[Vendor List](#)[Helpful Government Resources](#)[FIRE \(1099\) Filing Information Returns Electronically](#)[Employer W-2 Filing](#)

W-2 Filing Assistance


[Checklist for W-2 Online Filing](#)[AccuWage](#)[Specifications for Filing Forms W-2 and W-2c Electronically \(EFW2/EFW2C\)](#)[Paper Forms W-2 & Instructions](#)[If You're Self-Employed](#)[Frequently Asked Questions](#)[Ask an Expert](#)[Tax Forums and Speaking Engagements](#)[Vendor List](#)[E-Verify - U.S. Citizenship and Immigration Services](#)[Customer Support](#)[Employer Feedback](#)


Business Services Online

Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Alert

[Reminders and Changes for Tax Year 2014 Reporting](#) 

The [Complete Phone Registration](#)  option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

Business Services Online

[Log In](#)[Register](#)[Complete Phone Registration](#)

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[+ For Employers](#)

[+ For Attorneys & Appointed
Representatives](#)

[+ Social Security Number Verification
Services \(SSNVS\)](#)

[+ Consent Based Social Security
Number Verification Service \(CBSV\)](#)



Main Menu

[HELP](#)

TEST USER

[Logout](#)

Welcome, TEST USER
Your password expires on **April 16, 2015**

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

[Report Wages To Social Security](#)

Submit, download and print W-2s and W-2cs
View submission status, errors and error notices for wage reports submitted by or for your company
Request an extension to resubmit a wage file

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)

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

[Internet Representative Payee Accounting \(IRPA\)](#)

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

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



Social Security Number Verification Service

[HELP](#)

TEST USER

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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.

[Request Online SSN Verification](#)

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

[Submit an Electronic File for SSN Verification](#)

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)

View the current status of a submission.

[View Social Security Number Verification Service Handbook](#)

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

[BSO Main Menu](#)



Social Security Number Verification System (SSNVS)

OMB No. 0960-0660

[Paperwork Reduction Act](#)

SSNVS Attestation

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

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

Federal Privacy Act Statement for Third-Party Submitters

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

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company, and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

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.



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

SSN Verification

Name: TEST USER

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

Please Note:

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

Enter the EIN of the employer for whom the employee(s) work; for Third Party verifications, enter the client's EIN.

* [Employer's EIN](#)
(99999999)

	* SSN (99999999)	* First Name	Middle Name	* Last Name	Suffix	Date of Birth (MMDDYYYY)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

SSN Verification Results

Employer's EIN: 100000000 Name: TEST USER

Records Submitted: 1

Failed: 1

Verified Records: 0

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

[Verify More SSNs](#)

[What to do if an SSN fails to verify](#)

[Field Office Locator](#)

- **Failed** - Data does not match Social Security Administration's records. Select [What to do if an SSN Fails to Verify](#) for more information.
- **Deceased** - Data matches Social Security Administration's records, and our records indicate that the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security field office. Select [Field Office Locator](#) to find the office nearest you.
- **Verified** - Data matches Social Security Administration's records.

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Verification Results
Failed	XXXXX1301	LESLIE	-	KING	-	01011985	3

Verification Results	
Code	Description
3	Name matches; DOB does not match.

WHAT TO DO IF AN SSN FAILS TO VERIFY

Follow these steps for each SSN that failed verification:

1. Compare the failed SSN to your employment records to see if you made a typographical error. Resend only the corrected data (not the entire submission).
2. If your employment records match what you submitted, ask your employee to check his / her Social Security card and inform you of any name or SSN difference between your records and his / her card. If your employment records are incorrect, correct your records and resubmit the corrected data.
3. If your employment records and the name and SSN shown on the Social Security card match, ask the employee to check with any local Social Security Office to determine and resolve the issue. Tell the employee that once he / she has visited the Social Security Office, he / she should inform you of any changes. You should correct your records accordingly.
4. If the employee is unable to provide a valid SSN, you are encouraged to document your efforts to obtain the corrected information. (Documentation should be retained consistent with the payroll records for a period of three years.)
5. If the employee no longer works for you, try to obtain the corrected information from the employee and submit it to SSA on Form W-2c (Corrected Wage and Tax Statement).
6. If you are unable to contact the employee, you are encouraged to document your efforts.
7. If you have already sent a Form W-2 with an incorrect name / SSN, then submit a Form W-2c (Corrected Wage and Tax Statement) to correct the mismatch. W-2c services are available through BSO Wage Reporting. Since you already have your BSO User ID, there is no need to re-register.

Remember

- ▶ A mismatch is not a basis, in and of itself, for you to take any adverse action against an employee, such as laying off, suspending, firing, or discriminating.
- ▶ Company policy should be applied consistently to all workers.
- ▶ Any employer that uses the failure of the information to match SSA records to take inappropriate adverse action against a worker may violate State or Federal law.
- ▶ The information you receive from SSNVS does not make any statement regarding a worker's immigration status.



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Submit a File for SSN Verification - Before You Start

Name: TEST USER

Steps: 1. **Before You Start** 2. [Submit Your File](#) 3. Confirmation

1. Before You Start

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

- **Review your file(s) for correct formatting**

Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.

- We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.
[Submission File Format](#)
- Do NOT send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.
- Effective 09/24/11, gender is no longer used as part of the SSN verification process. You do not need to make any changes to the file format. If a value is included in position 54 of a file, we will remove it and replace it with a blank prior to the verification attempt. All returned files will have a blank in position 48.

- **Zip Your File**

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

[BSO Main Menu](#)[Continue](#)



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Submit a File for SSN Verification - Submit Your File

Name: TEST USER

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. [Confirmation](#)

2. Submit Your File

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

Enter the EIN of the employer for whom the employee(s) work; for Third Party verifications, enter the client's EIN

* [Employer's EIN](#)
[\(999999999\)](#)

Select file

[Browse...](#)

[Submit](#)

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

[BSO Main Menu](#)

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Social Security Number Verification System (SSNVS)



Submit a File for SSN Verification - Confirmation

Name: TEST USER

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: **14C14E58AA55391D**

Date: 03/13/2015 04:48 PM Eastern Time

Your file name: SSNVS_Test_File.txt

Assigned file name: 14C14E58AA55391D_76E00010

File size: 1,188 bytes (1.2 Kb)

What You Should Do Next:

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

What to expect:

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

Thank you for submitting your file using Business Services Online.

[BSO Main Menu](#)

[Submit Another File](#)



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval

Name: TEST USER

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

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

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

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

Option 1	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
Option 2	Range Start Date	<input type="text"/>	<input type="button" value="Submit"/>
	<small>MMDDYYYY</small>		
Option 2	Range End Date	<input type="text"/>	<input type="button" value="Submit"/>
	<small>MMDDYYYY</small>		
Option 3	All Submissions		<input type="button" value="Submit"/>



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval Results

Name: _____

The following table displays your submitted file(s).

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

Retrieval Options

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
 - Right click "DOWNLOAD"
 - Select "Save Target As"
 - Complete the Save As dialog box

Status of All Submissions

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

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

[Additional Status Request](#)
[What To Do If an SSN Fails to Verify](#)



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.

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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 should be applied consistently to all employees.
- Information obtained from SSNVS is not a basis, in and of itself, to take any adverse action against any employee whose name and SSN has been sent to the SSA for verification. Any employer that uses the information to justify taking adverse action against an employee may violate state or federal law and be subject to legal consequences.

SSNVS Web Pages