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/bso/bsowelcome.htm.

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.

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.

[Log In]

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.

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

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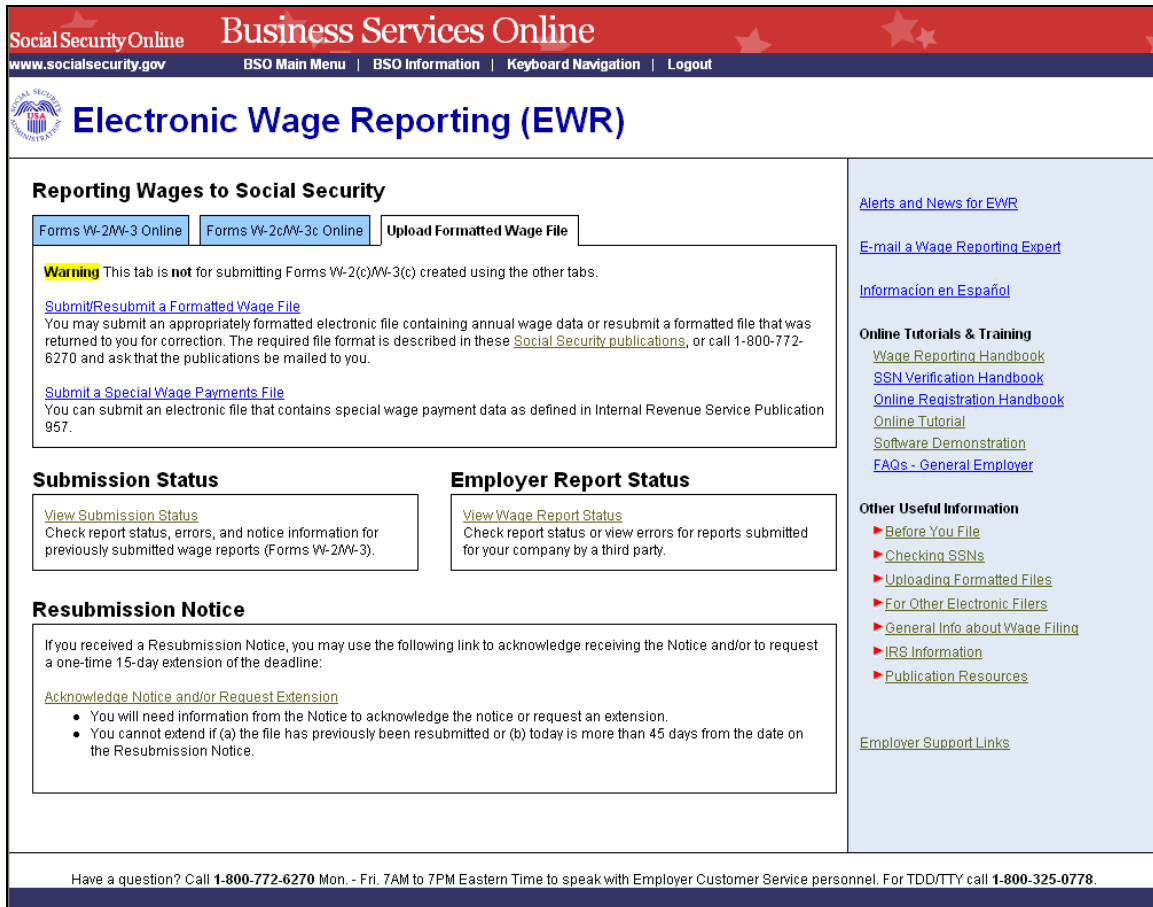
By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

[I Accept]   [I DO NOT Accept]

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.)

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.

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.

[Quit without sending]   [Continue]

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.

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.

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.

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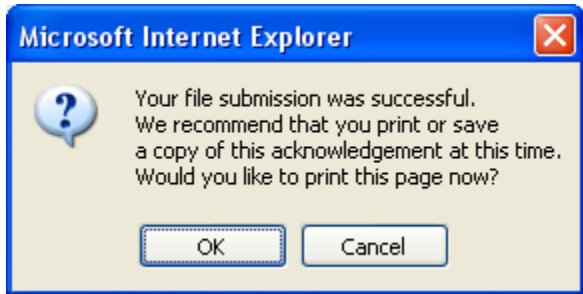
STEP 12: Select the **Submit** button to submit the file to SSA. After displaying the Please wait. Your file upload is in progress... page, the system displays the Confirmation – Your File Was Received page with a pop-up window for the option of requesting a printed copy of the confirmation. To print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

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/bso/bsowelcome.htm.

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.

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

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

Business Services Online

Social Security 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.

[I Accept]   [I DO NOT Accept]

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.)

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.

[Quit without sending]   [Continue]

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.

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.

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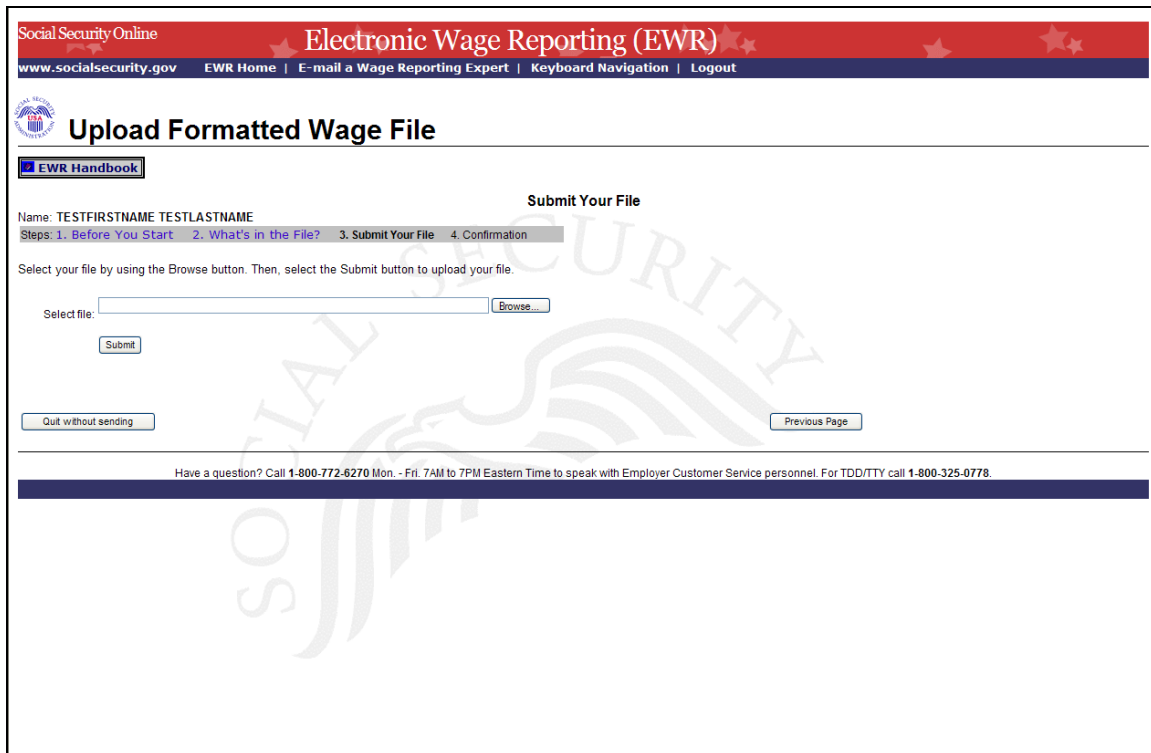
To return to the Before You Start Page, select the **Back to Step 1** button.

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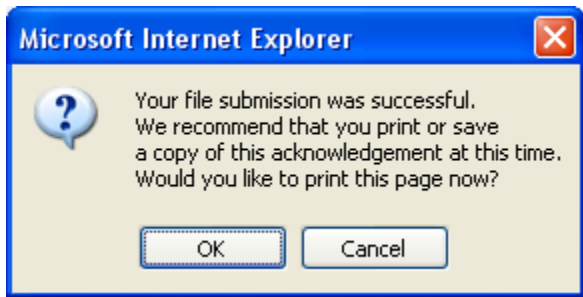
Before submitting any file, there are two other options you may exercise:

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 — 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): KVW887

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_2010KVW88701

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 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/bso/bsowelcome.htm.

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.

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.)

Business Services Online

Social Security 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.

[I Accept]   [I DO NOT Accept]

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.)

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.

[Quit without sending]   [Continue]

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.

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).

[Quit without sending]   [Back to Step 1]   [Continue]

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: 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.

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.

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/bso/bsowelcome.htm.

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.

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

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

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.)

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.

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.
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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.

Quit without sending   Continue

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.

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: 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.

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/bso/bsowelcome.htm.

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.

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

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

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.)

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.

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:** WBDOCVAL.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.

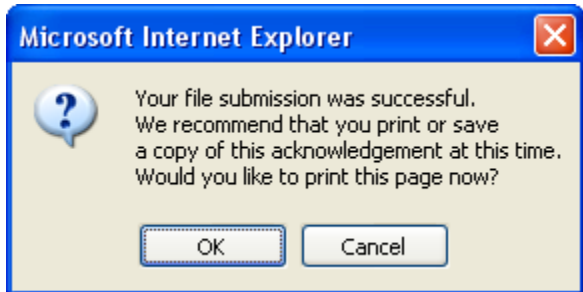[Submit Another File]   [EWR Home]

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 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.*