

# IRS/SSA RECONCILIATION APPLICATION OMB Screen Package



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## 1. Design Specification Document Version Information

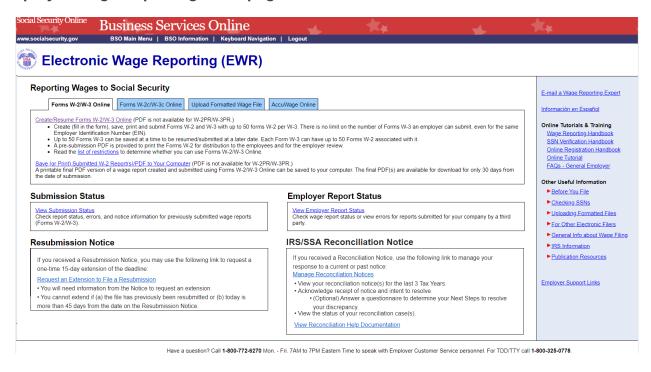
The first release of this design specifications document as a project deliverable is numbered 1.0.

Subsequent revisions are numbered 1.1, 1.2, 1.3, etc. Content revisions are listed below with corresponding page numbers.

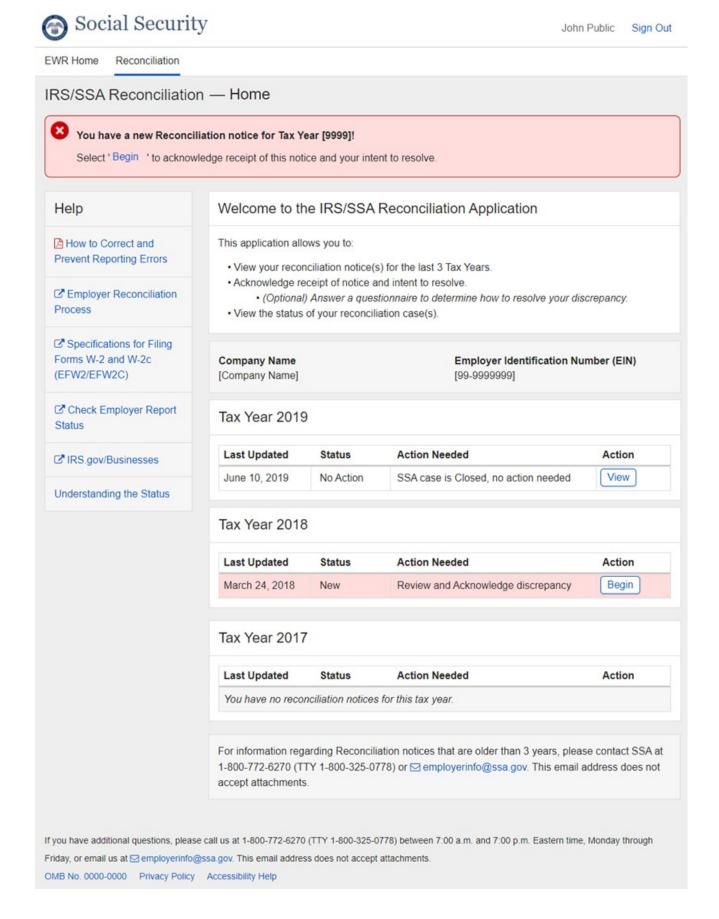
Version Number	Date	Content Revisions	Page #	Revised by
1.0 (First Release)	10/03/2022		N/A	N/A
1.1 (First Revision)	01/05/2023	Updated per OGC requests made Nov 2022. Updated language in Privacy Act Statement. Added blue notice language to the Resource section's "Contact SSA" on the Next Step pages.	12, 44- 49,52-58	Emily Ficner
1.2 (Second Revision)				

#### 2. Screen Designs

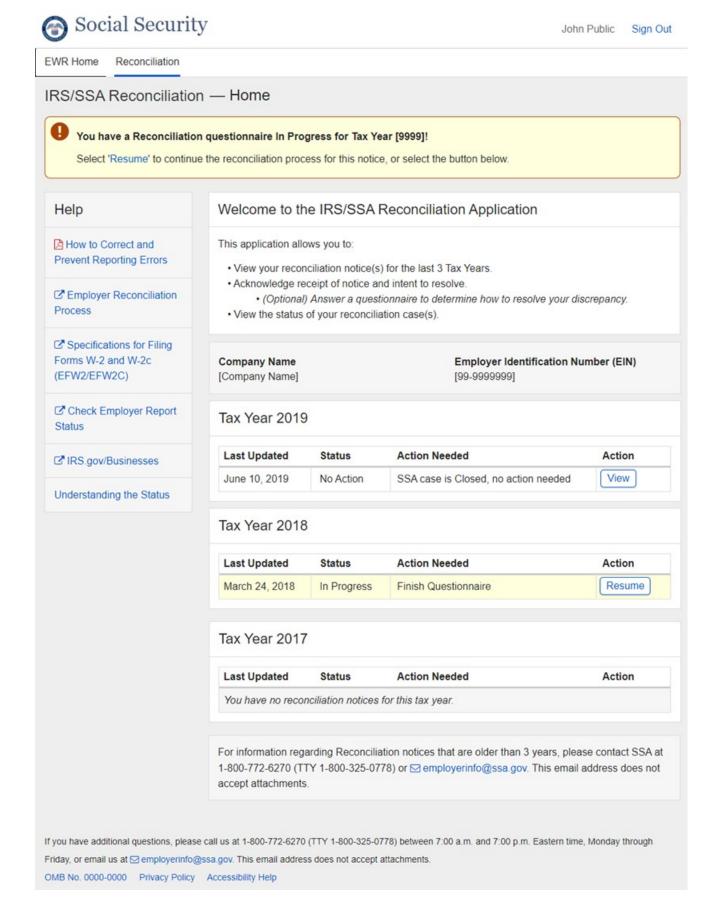
#### 2.1. Employer Wage Reporting Homepage



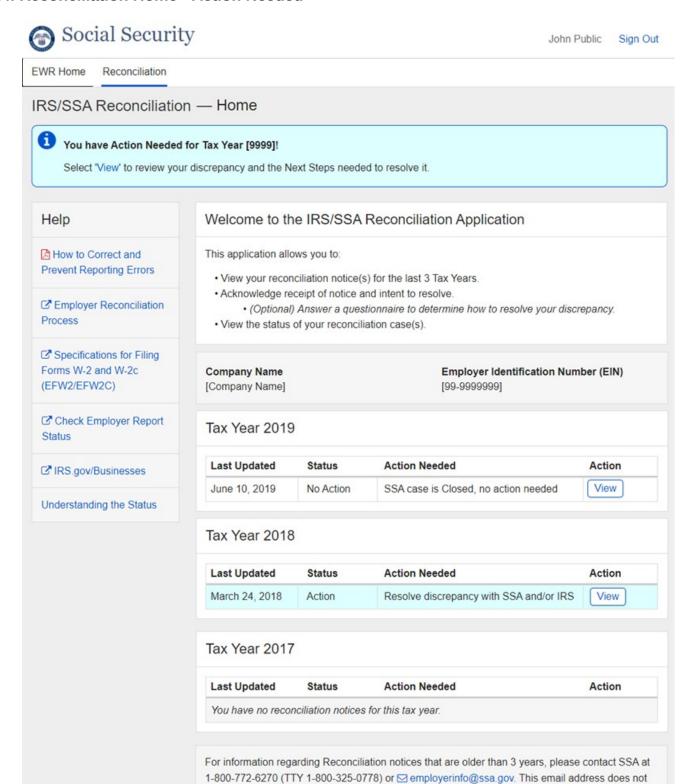
#### 2.2. Reconciliation Home - New Notice



#### 2.3. Reconciliation Home - Resume Notice



#### 2.4. Reconciliation Home - Action Needed



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If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through

ODT/DUEA/UXG

accept attachments.

Friday, or email us at 

employerinfo@ssa.gov. This email address does not accept attachments.

#### 2.5. Reconciliation Home - No Notices



John Public Si

Sign Out

**EWR Home** 

Reconciliation

## IRS/SSA Reconciliation — Home



You have no outstanding IRS/SSA Reconciliation notices.

#### Help

How to Correct and Prevent Reporting Errors

☑ Employer Reconciliation Process

☑ Specifications for Filing Forms W-2 and W-2c (EFW2/EFW2C)

☑ Check Employer Report Status

☑ IRS.gov/Businesses

Understanding the Status

## Welcome to the IRS/SSA Reconciliation Application

This application allows you to:

- · View your reconciliation notice(s) for the last 3 Tax Years.
- Acknowledge receipt of notice and intent to resolve.
  - (Optional) Answer a questionnaire to determine how to resolve your discrepancy.
- · View the status of your reconciliation case(s).

#### Company Name [Company Name]

Employer Identification Number (EIN) [99-9999999]

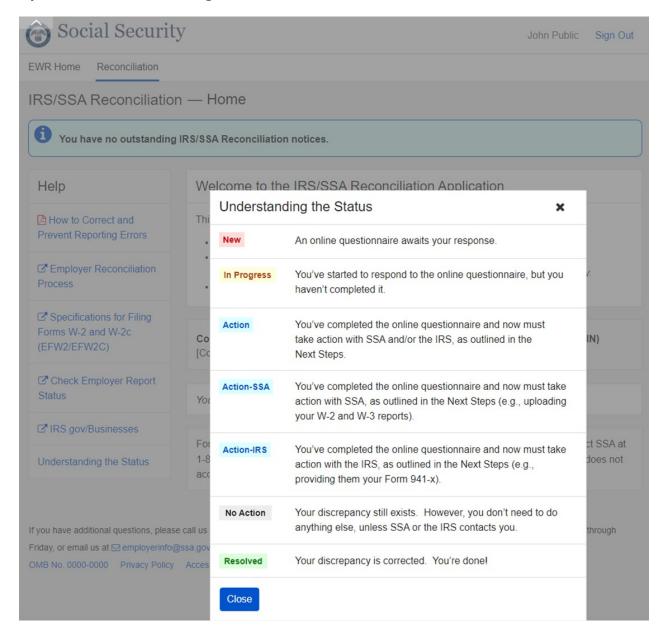
You have no reconciliation notices for Tax Years 2019, 2018, or 2017.

For information regarding Reconciliation notices that are older than 3 years, please contact SSA at 1-800-772-6270 (TTY 1-800-325-0778) or ☑ employerinfo@ssa.gov. This email address does not accept attachments.

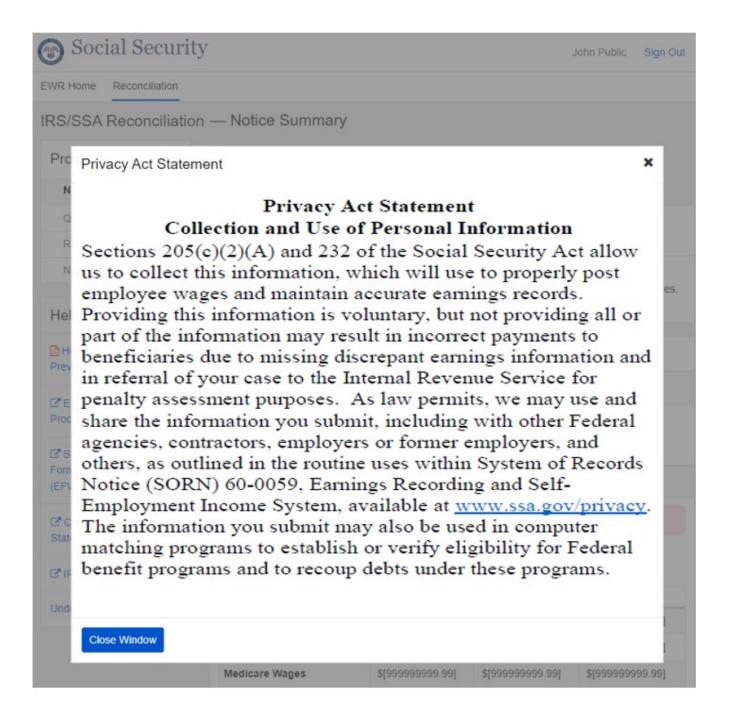
If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through Friday, or email us at ☑ employerinfo@ssa.gov. This email address does not accept attachments.

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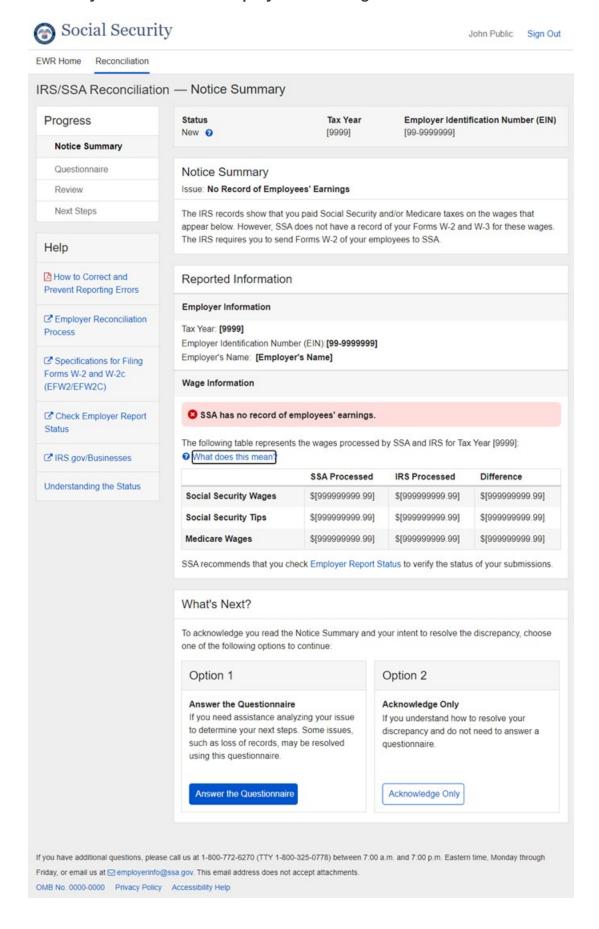
#### 2.6. Help Panel - Understanding the Status



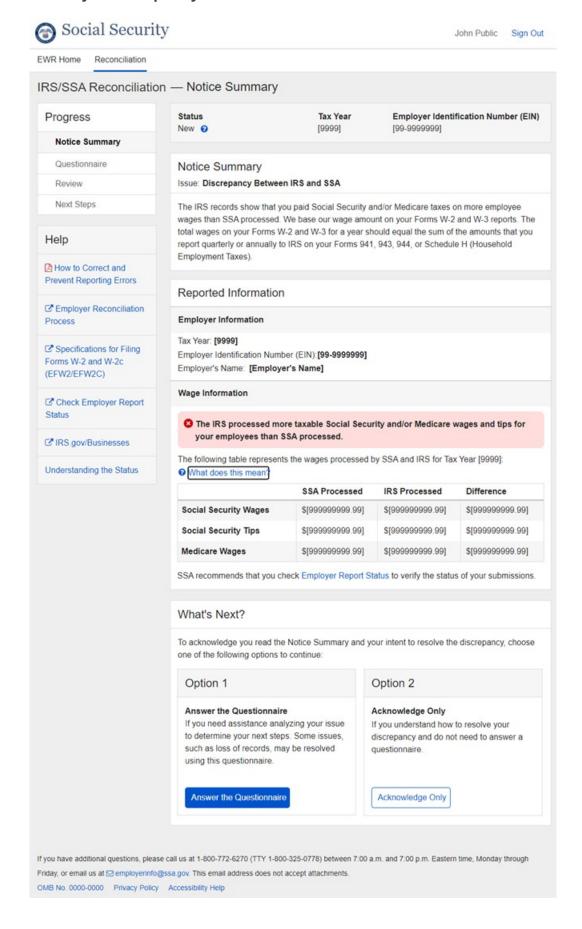
#### 2.7. Notice Summary – Privacy Act Statement popup



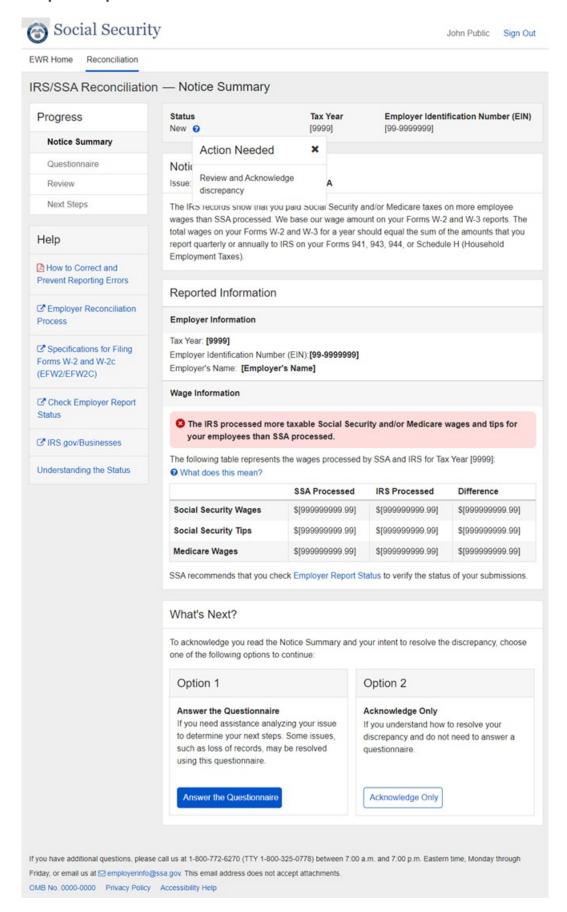
#### 2.8. Notice Summary - No Record of Employees' Earnings



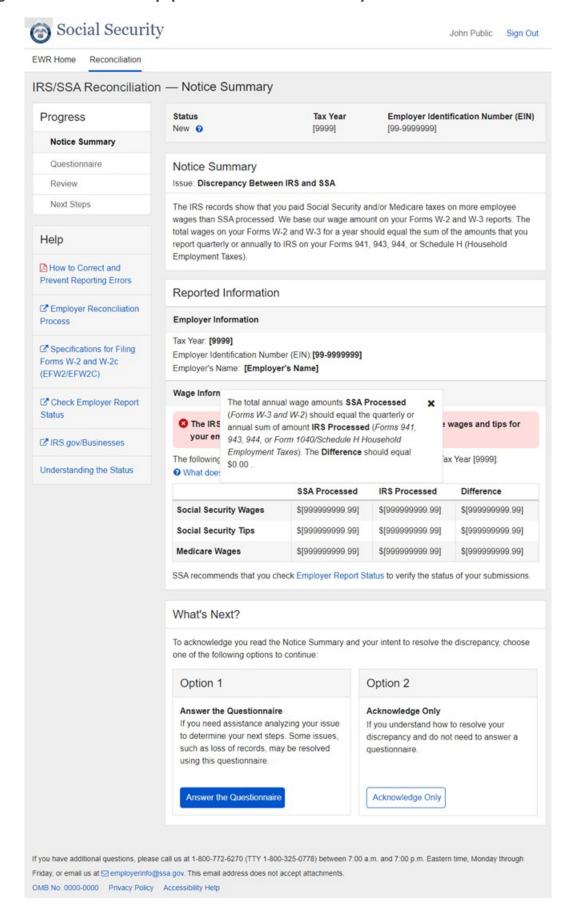
#### 2.9. Notice Summary - Discrepancy Between IRS and SSA



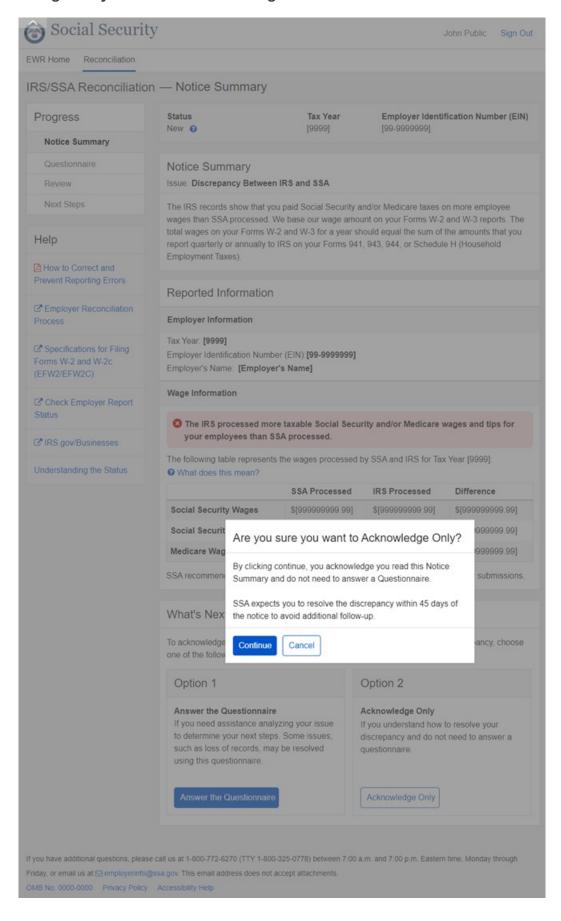
#### 2.9.1. Status Help Tooltip - New



#### 2.9.2. Wage Information Tooltip ("What does this mean?")



#### 2.9.3. Acknowledge Only Confirmation Message



## 2.10. Questionnaire - No Record of Employees' Earnings

#### 2.10.1. Question 1 - Confirm Access

#### 2.10.1.1. (Question 1 Variation) Initial

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**EWR Home** Reconciliation IRS/SSA Reconciliation — Questionnaire **Progress** Status Tax Year Employer Identification Number (EIN) [99-9999999] In Progress ? [9999] Notice Summary Questionnaire Questionnaire Review The following questions will walk you through some typical causes of discrepancies between the IRS and SSA. The answers you provide will result in Next Steps to resolve your issue. **Next Steps** Before you begin... Help Answer each question as if you're the addressee of the IRS/SSA Reconciliation notice. You are encouraged to gather all your wage information related to Tax Year [9999]. How to Correct and · You may also want to verify the status of your reports submitted to SSA by accessing Employer Prevent Reporting Errors Report Status. • If you need more help, review the Employer Reconciliation Process. ☑ Employer Reconciliation If you need more time to answer the questions, you can Save and Exit to return another time. **Process** \*Indicates required information Specifications for Filing Forms W-2 and W-2c 1 Confirm Access (EFW2/EFW2C) \* Do you have access to your wage information (used in W-2, W-2c, W-3 and/or W-3c) for Check Employer Report Tax Year [9999]? Status You will need access to this wage information to resolve your discrepancy. O No O Yes ☑ IRS.gov/Businesses Understanding the Status Back Save and Exit If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through Friday, or email us at ☑ employerinfo@ssa.gov. This email address does not accept attachments.

John Public

Sign Out

#### 2.10.1.2. (Question 1 Variation) No



John Public Sign Out EWR Home Reconciliation IRS/SSA Reconciliation — Questionnaire Status **Employer Identification Number (EIN) Progress** Tax Year In Progress ? [9999] [99-9999999] Notice Summary Questionnaire Questionnaire Review The following questions will walk you through some typical causes of discrepancies between the IRS and SSA. The answers you provide will result in Next Steps to resolve your issue. Next Steps Before you begin... Help · Answer each question as if you're the addressee of the IRS/SSA Reconciliation notice. · You are encouraged to gather all your wage information related to Tax Year [9999]. How to Correct and · You may also want to verify the status of your reports submitted to SSA by accessing Employer **Prevent Reporting Errors** Report Status. If you need more help, review the Employer Reconciliation Process. ☑ Employer Reconciliation If you need more time to answer the questions, you can Save and Exit to return another time. **Process** \*Indicates required information Specifications for Filing Forms W-2 and W-2c Confirm Access (EFW2/EFW2C) \* Do you have access to your wage information (used in W-2, W-2c, W-3 and/or W-3c) for Check Employer Report Tax Year [9999]? Status You will need access to this wage information to resolve your discrepancy. O Yes No ☑ IRS.gov/Businesses Understanding the Status \* My Forms are not available due to O Extraordinary Circumstances (e.g., bankruptcy, death, or divorce) O Catastrophe (e.g., fire, flood, or hurricane) O Other Back Save and Exit

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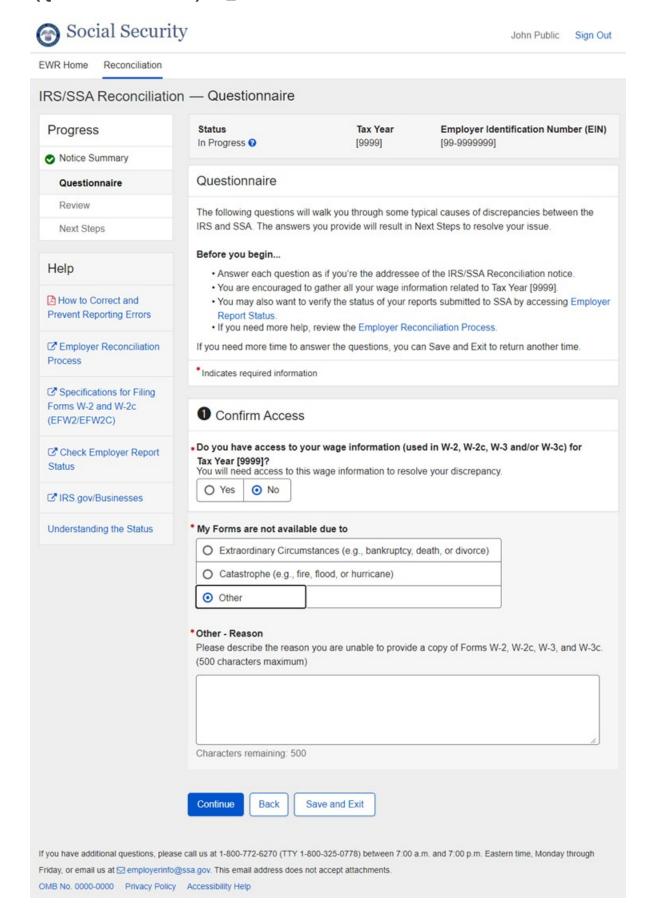
If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through

ODT/DUEA/UXG 19

Friday, or email us at 

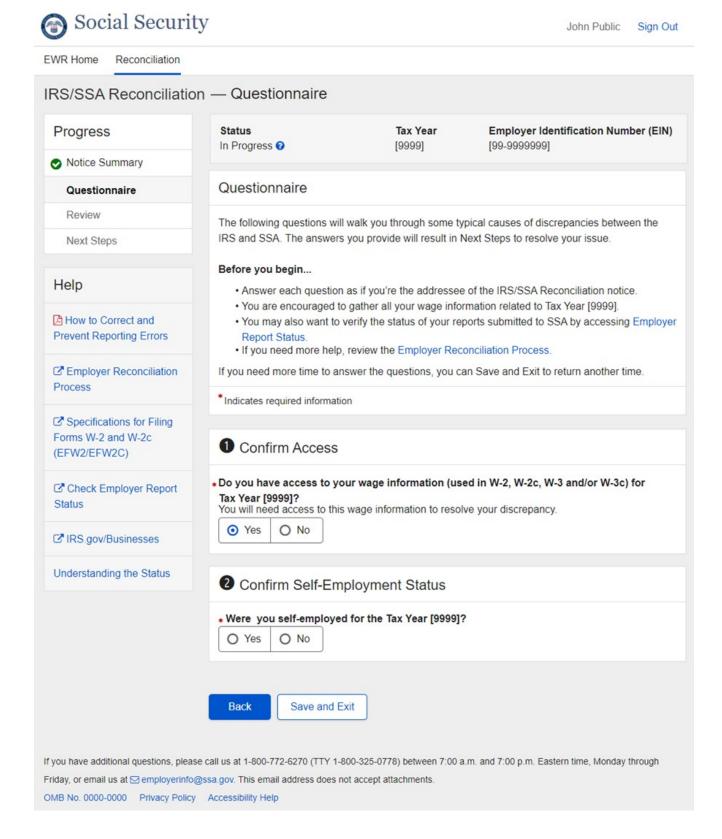
employerinfo@ssa.gov. This email address does not accept attachments.

#### 2.10.1.3. (Question 1 Variation) No\_Other

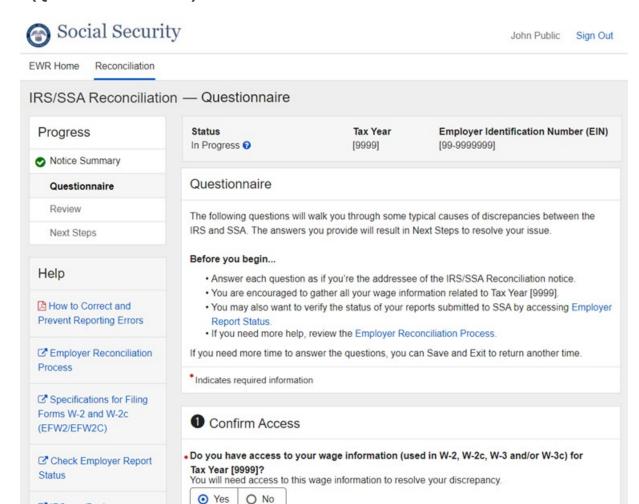


#### 2.10.2. Question 2 - Confirm Self-Employment Status

#### 2.10.2.1. (Question 2 Variation) Initial



#### 2.10.2.2. (Question 2 Variation) Yes



☑ IRS.gov/Businesses

Understanding the Status

2	Confirm	Self-Employment	Status
_	COMMITTE	Jeli-Lilipioyillelit	Otatus

• Were you self-employed for the Tax Year [9999]?

<ul><li>Yes</li></ul>	O No
-----------------------	------

#### What was the circumstance of your self-employment?

- I had employees working for me during the tax year (including myself).
- I provided copies of IRS Form 1099-MISC to contract employees.
- O I was not required to file Forms W-2 with the SSA. I submitted copies of Schedule SE (Self-Employed Tax) or Schedule C to the IRS.
- I had no employees and paid neither Social Security nor Medicare wages in the specified tax year.

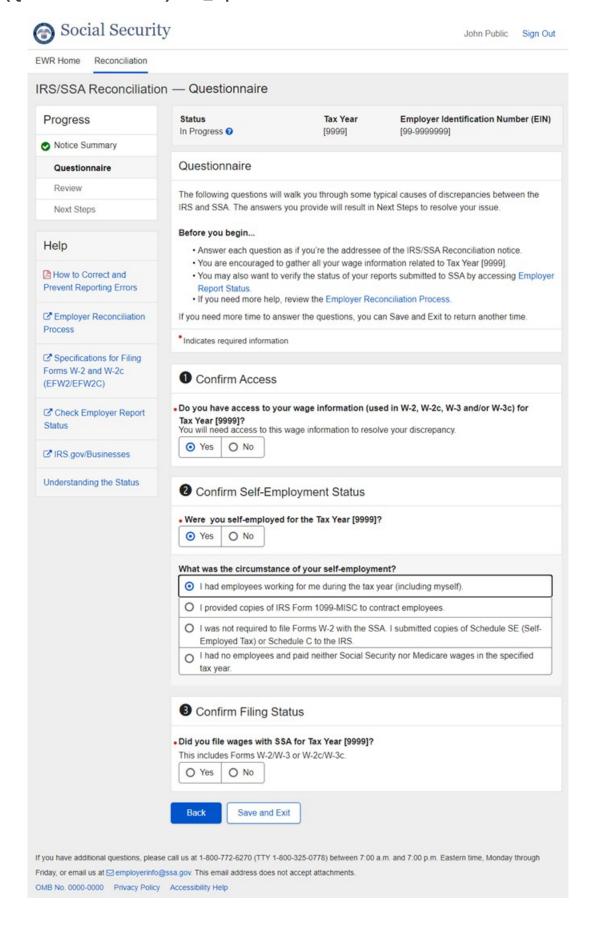
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Save and Exit

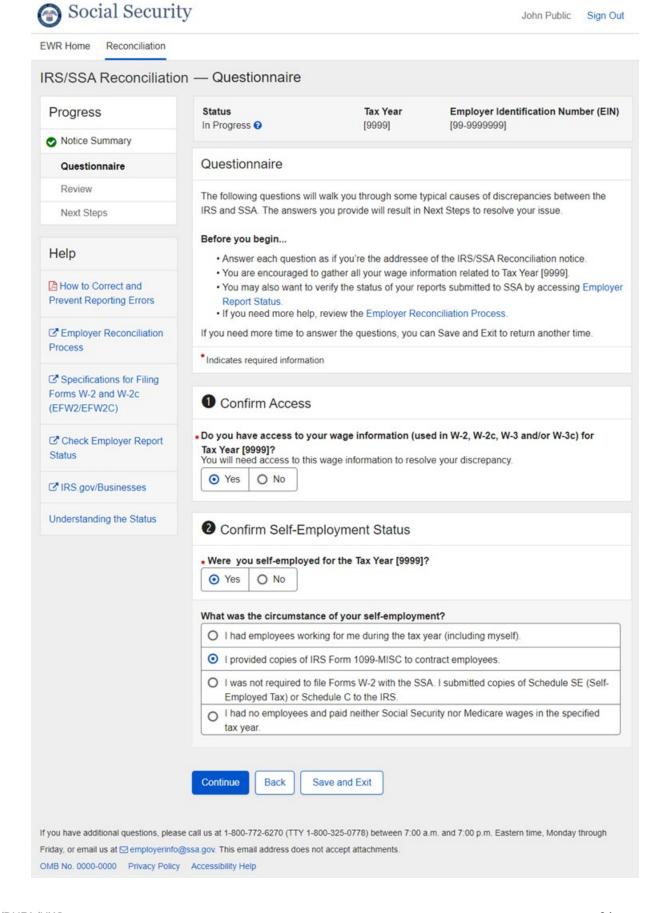
If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through Friday, or email us at  $\boxtimes$  employerinfo@ssa.gov. This email address does not accept attachments.

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#### 2.10.2.3. (Question 2 Variation) Yes\_Option 1



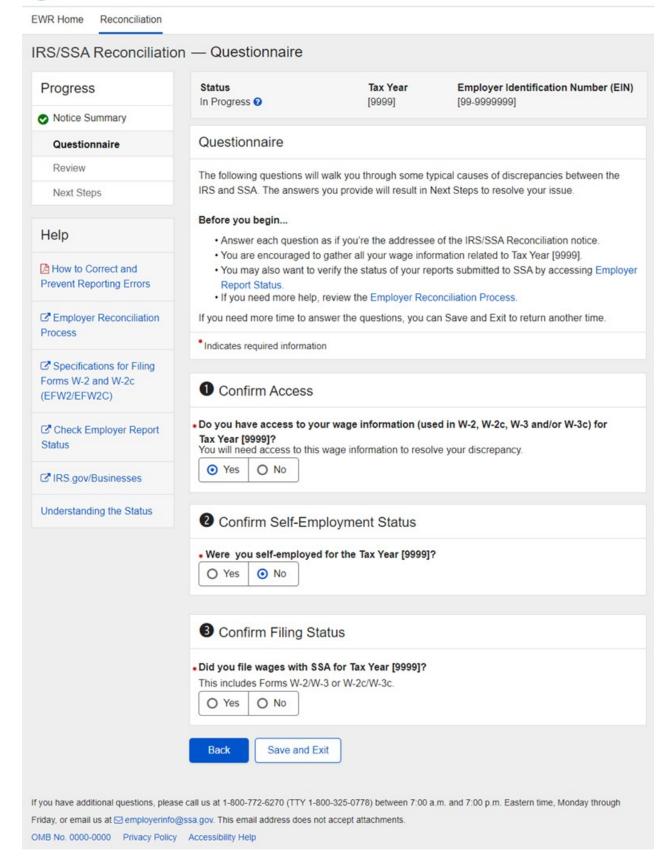
## 2.10.2.4. (Question 2 Variation) Yes\_Not Option 1



# 2.10.3. Question 3 – Confirm Filing Status

# 2.10.3.1. (Question 3 Variation) Initial

John Public Sign Out



#### 2.10.3.2. (Question 3 Variation) No



**EWR Home** Reconciliation IRS/SSA Reconciliation — Questionnaire **Progress** Status Tax Year Employer Identification Number (EIN) In Progress @ [9999] [99-9999999] Notice Summary Questionnaire Questionnaire Review The following questions will walk you through some typical causes of discrepancies between the IRS and SSA. The answers you provide will result in Next Steps to resolve your issue. Next Steps Before you begin... Help · Answer each question as if you're the addressee of the IRS/SSA Reconciliation notice. · You are encouraged to gather all your wage information related to Tax Year [9999]. How to Correct and · You may also want to verify the status of your reports submitted to SSA by accessing Employer Prevent Reporting Errors Report Status · If you need more help, review the Employer Reconciliation Process. Employer Reconciliation If you need more time to answer the questions, you can Save and Exit to return another time. Process \*Indicates required information Specifications for Filing Forms W-2 and W-2c Confirm Access (EFW2/EFW2C) Do you have access to your wage information (used in W-2, W-2c, W-3 and/or W-3c) for Check Employer Report Tax Year [9999]? Status You will need access to this wage information to resolve your discrepancy. Yes O No ☑ IRS.gov/Businesses Understanding the Status 2 Confirm Self-Employment Status Were you self-employed for the Tax Year [9999]? O Yes No 3 Confirm Filing Status • Did you file wages with SSA for Tax Year [9999]? This includes Forms W-2/W-3 or W-2c/W-3c. O Yes No Continue Back Save and Exit If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through Friday, or email us at 

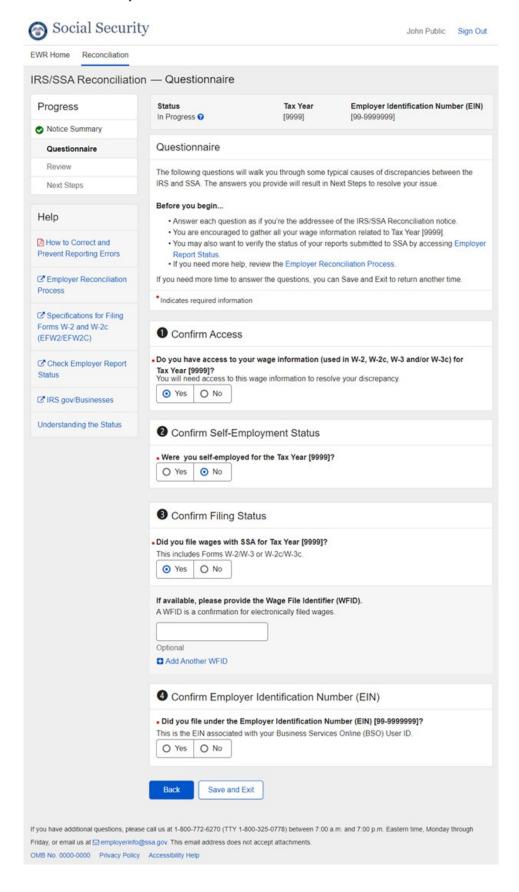
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John Public

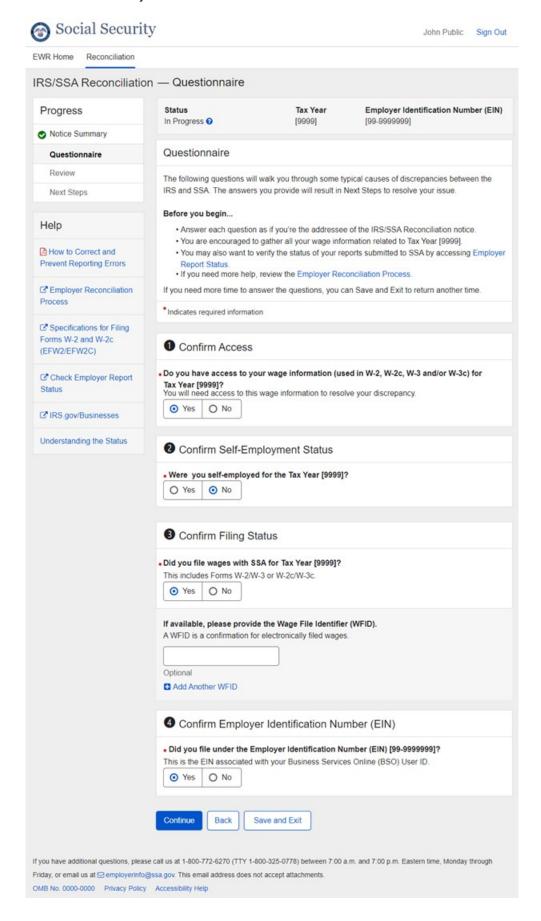
Sign Out

#### 2.10.4. Question 4 – Confirm Employer Identification Number

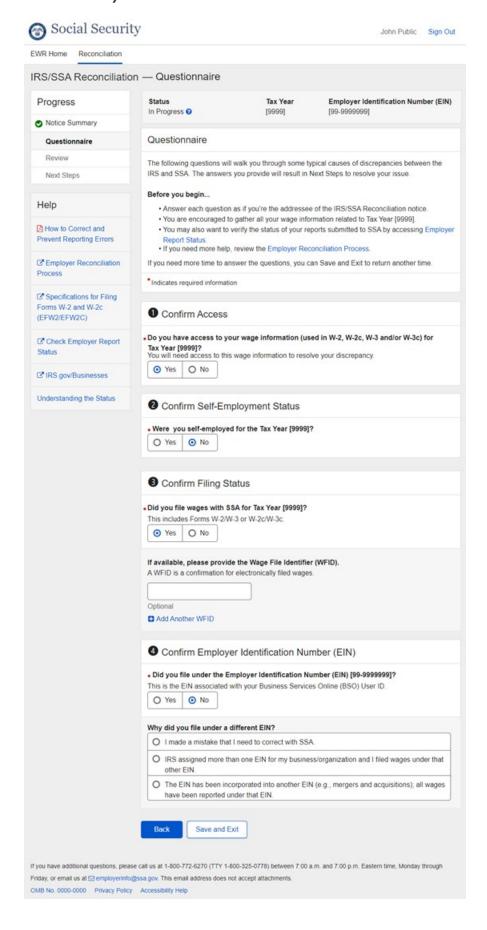
#### 2.10.4.1. (Question 4 Variation) Initial



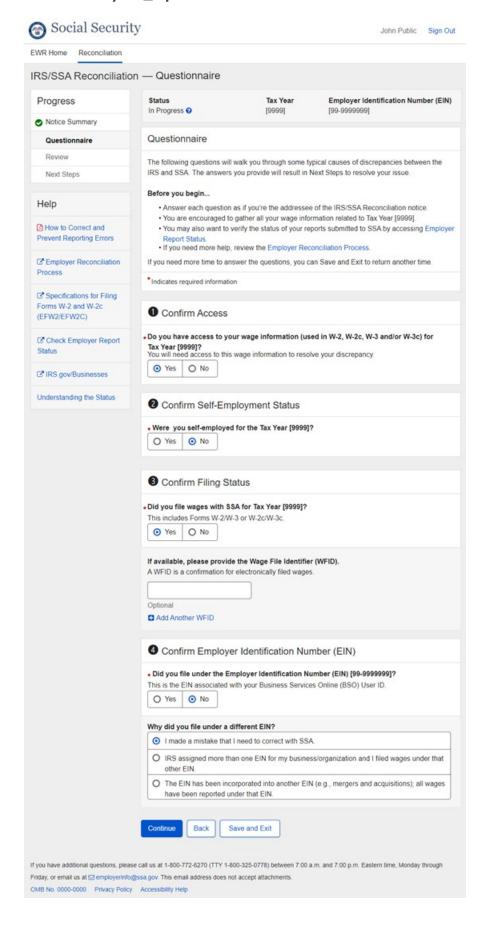
#### 2.10.4.2. (Question 4 Variation) Yes



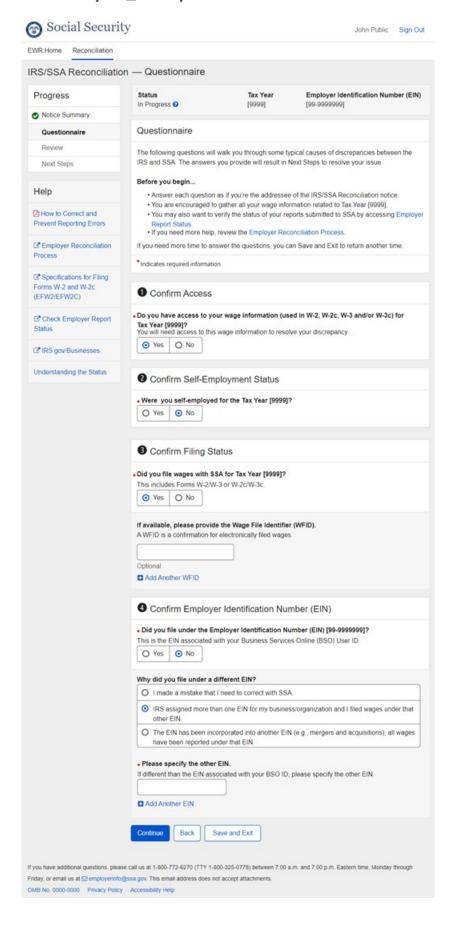
#### 2.10.4.3. (Question 4 Variation) No



#### 2.10.4.4. (Question 4 Variation) No\_Option 1



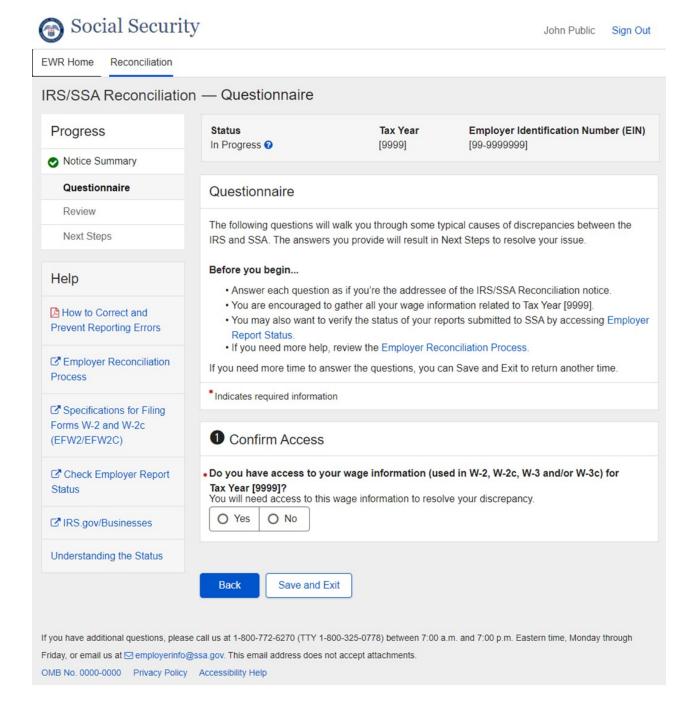
#### 2.10.4.5. (Question 4 Variation) No\_Not Option 1



#### 2.11. Questionnaire - Discrepancy between IRS and SSA

#### 2.11.1. Question 1 - Confirm Access

#### 2.11.1.1. (Question 1 Variation) Initial



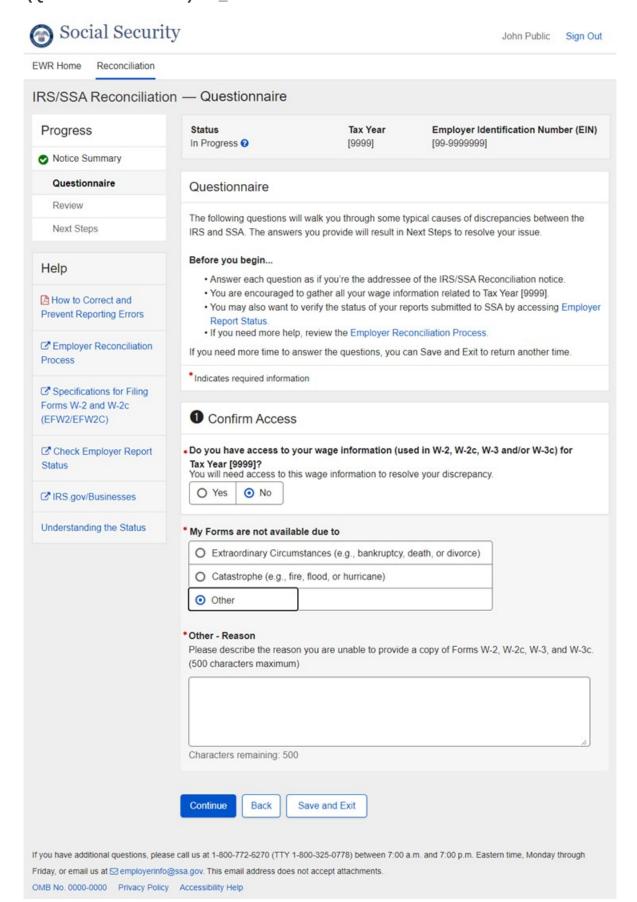
#### 2.11.1.2. (Question 1 Variation) No



John Public Sign Out

**EWR Home** Reconciliation IRS/SSA Reconciliation — Questionnaire Status Tax Year Employer Identification Number (EIN) **Progress** In Progress ? [9999] [99-9999999] Notice Summary Questionnaire Questionnaire Review The following questions will walk you through some typical causes of discrepancies between the **Next Steps** IRS and SSA. The answers you provide will result in Next Steps to resolve your issue. Before you begin... Help Answer each question as if you're the addressee of the IRS/SSA Reconciliation notice. You are encouraged to gather all your wage information related to Tax Year [9999]. How to Correct and You may also want to verify the status of your reports submitted to SSA by accessing Employer **Prevent Reporting Errors** Report Status. · If you need more help, review the Employer Reconciliation Process. ☑ Employer Reconciliation If you need more time to answer the questions, you can Save and Exit to return another time. Process \*Indicates required information Specifications for Filing Forms W-2 and W-2c Confirm Access (EFW2/EFW2C) Do you have access to your wage information (used in W-2, W-2c, W-3 and/or W-3c) for Check Employer Report Tax Year [9999]? Status You will need access to this wage information to resolve your discrepancy. O Yes No ☑ IRS.gov/Businesses Understanding the Status \* My Forms are not available due to Extraordinary Circumstances (e.g., bankruptcy, death, or divorce) O Catastrophe (e.g., fire, flood, or hurricane) O Other Back Save and Exit If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through Friday, or email us at employerinfo@ssa.gov. This email address does not accept attachments OMB No. 0000-0000 Privacy Policy Accessibility Help

#### 2.11.1.3. (Question 1 Variation) No\_Other

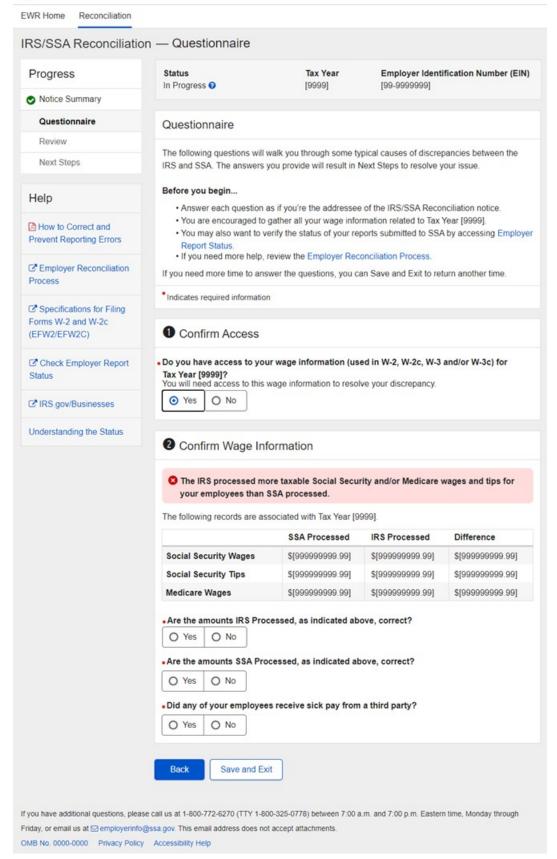


# **2.11.2.** Question 2 – Confirm Wage Information

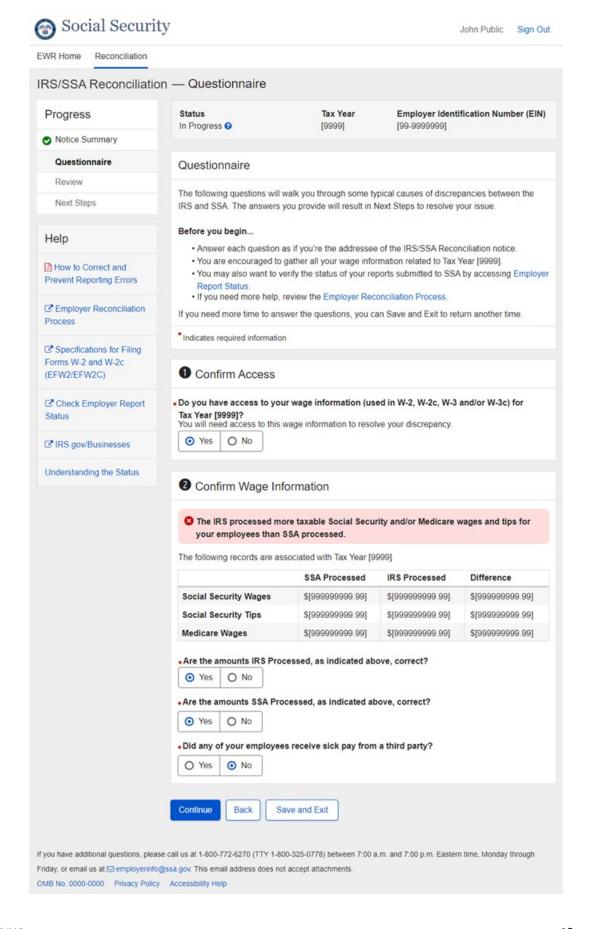
# 2.11.2.1. (Question 2 Variation) Initial



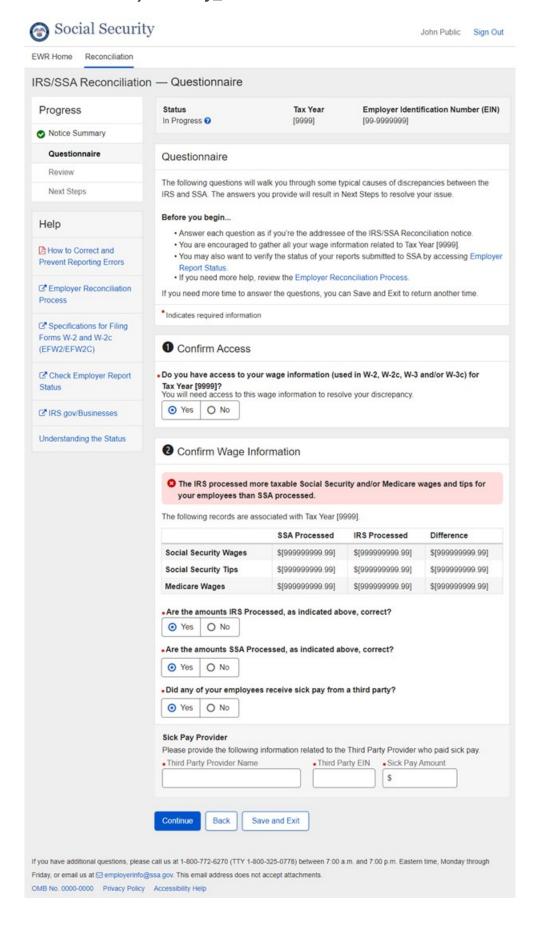
John Public Sign Out



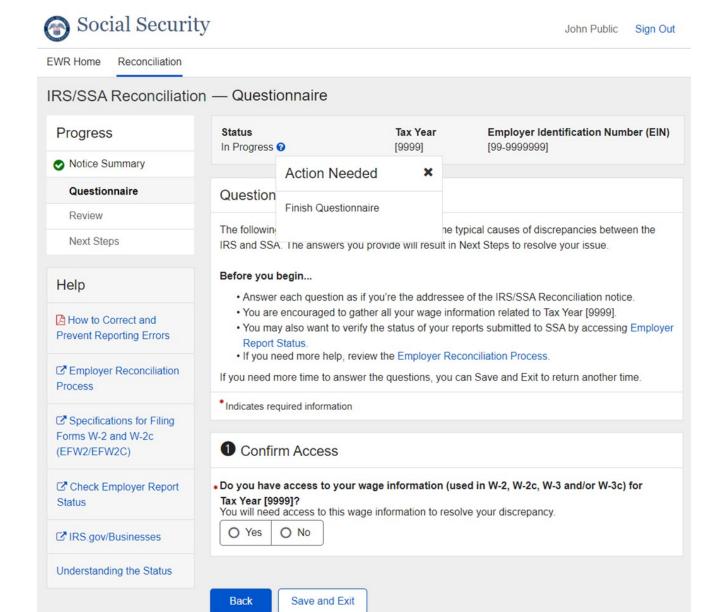
## 2.11.2.2. (Question 2 Variation) Sick Pay\_No



## 2.11.2.3. (Question 2 Variation) Sick Pay\_Yes



## 2.11.3. Questionnaire Component - Status Help Tooltip



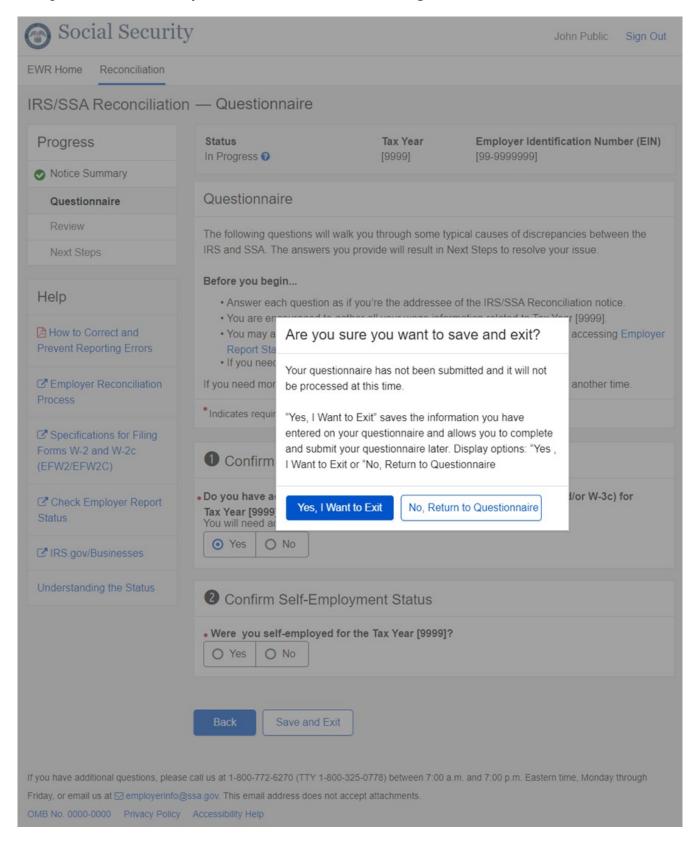
If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through

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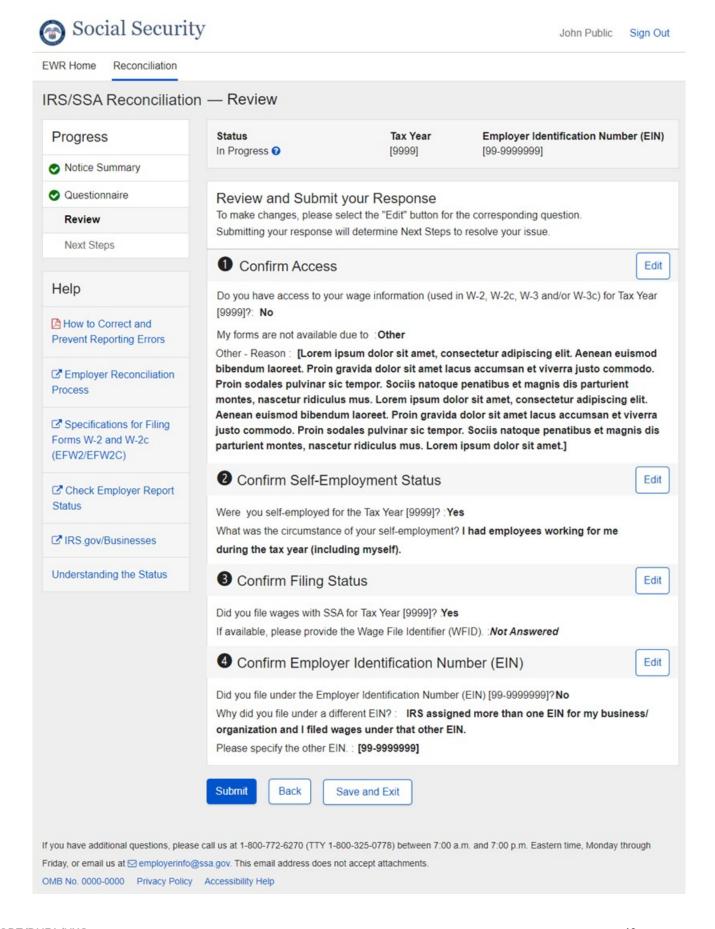
employerinfo@ssa.gov. This email address does not accept attachments.

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## 2.11.4. Questionnaire Component - Save and Exit Message

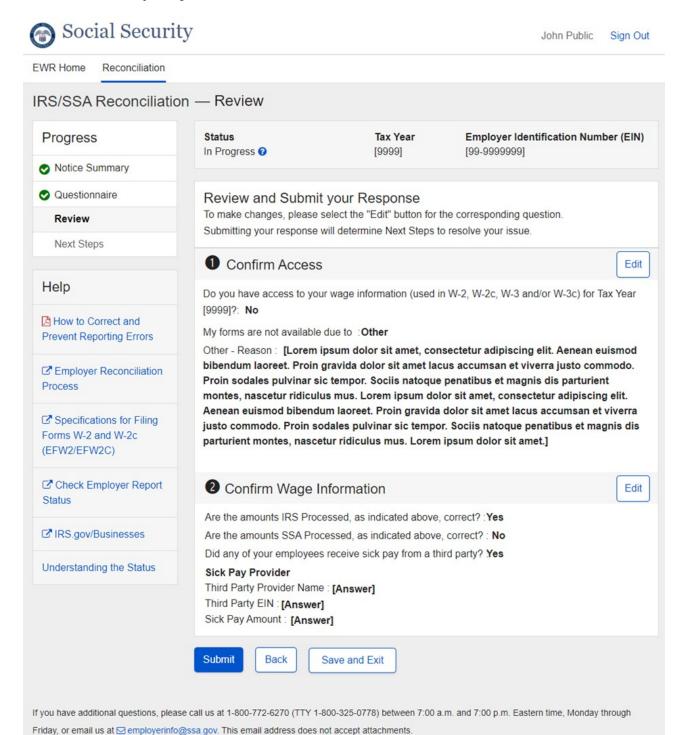


## 2.12. Review - No Record of Employees' Earnings

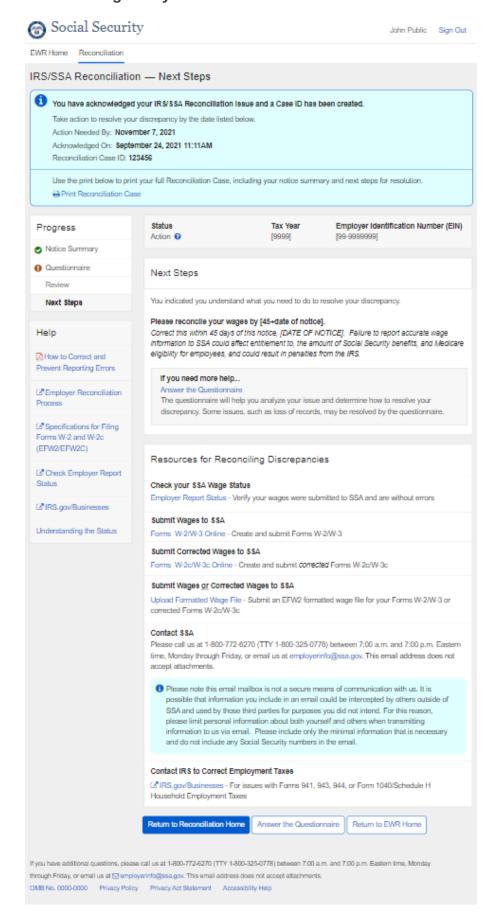


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## 2.13. Review - Discrepancy between IRS and SSA

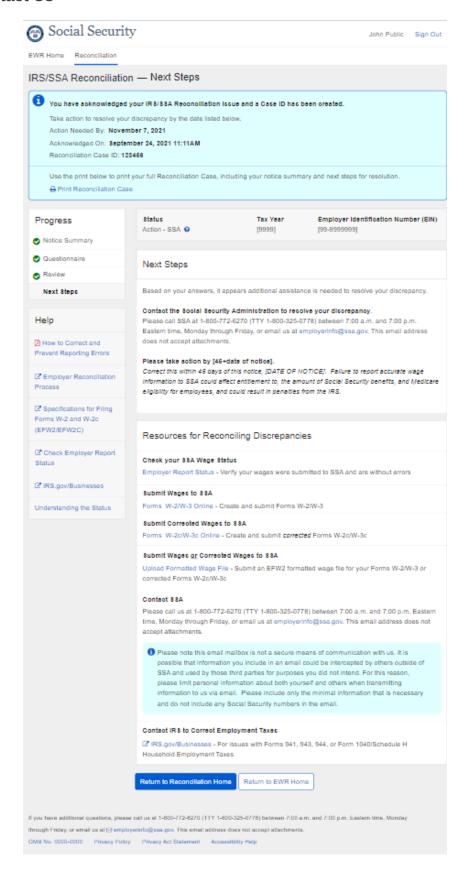


#### 2.14. Next Steps - Acknowledge Only Path

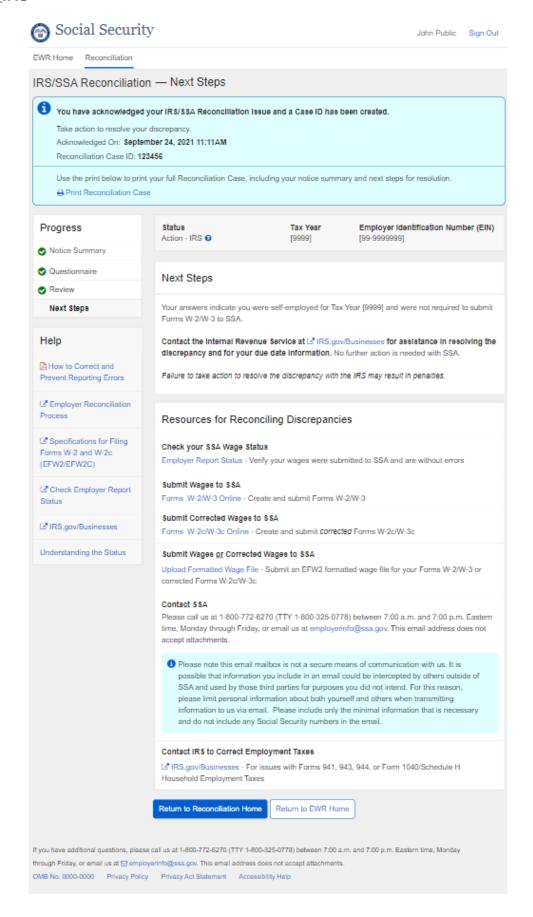


## 2.15. Next Steps - No Record of Employees' Earnings Path

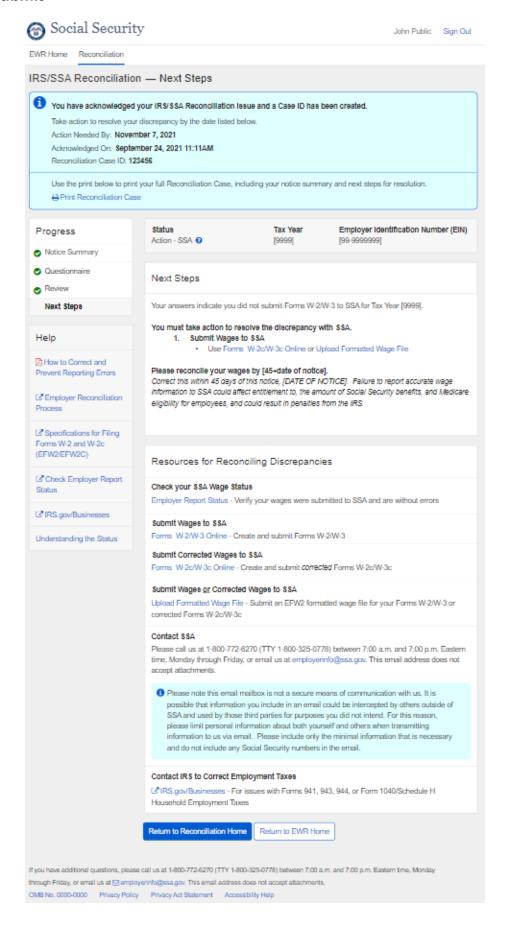
#### 2.15.1. NR1 Contact Us



#### 2.15.2. NR2 IRS

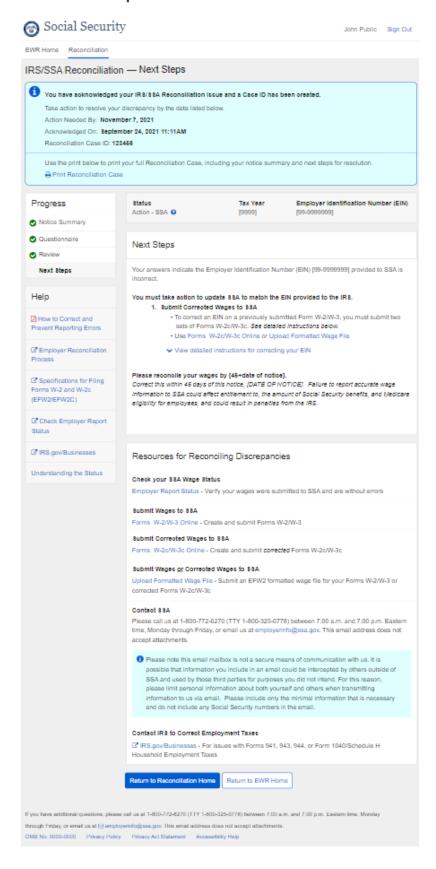


#### 2.15.3. NR3 Submit



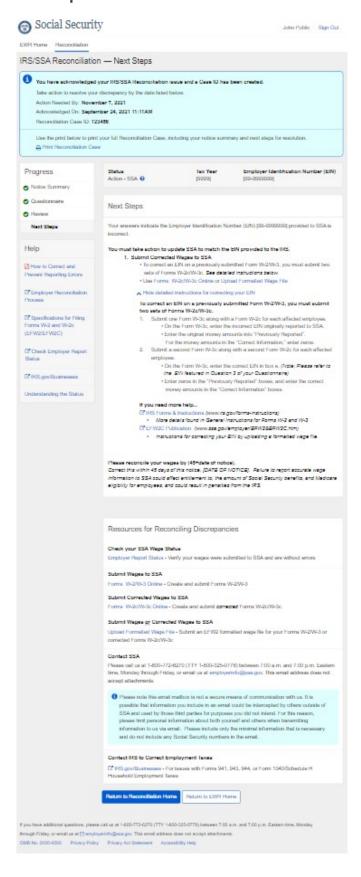
#### 2.15.4. NR4 Correction EIN

### 2.15.4.1. Detailed Instructions collapsed

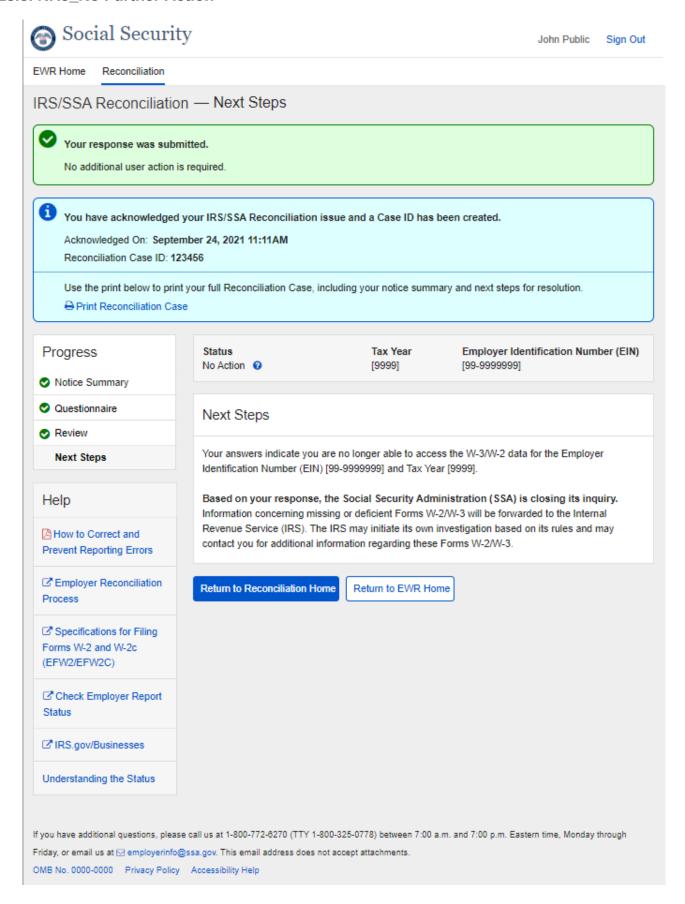


OMB Screen Package - IRS/SSA Reconciliation Application

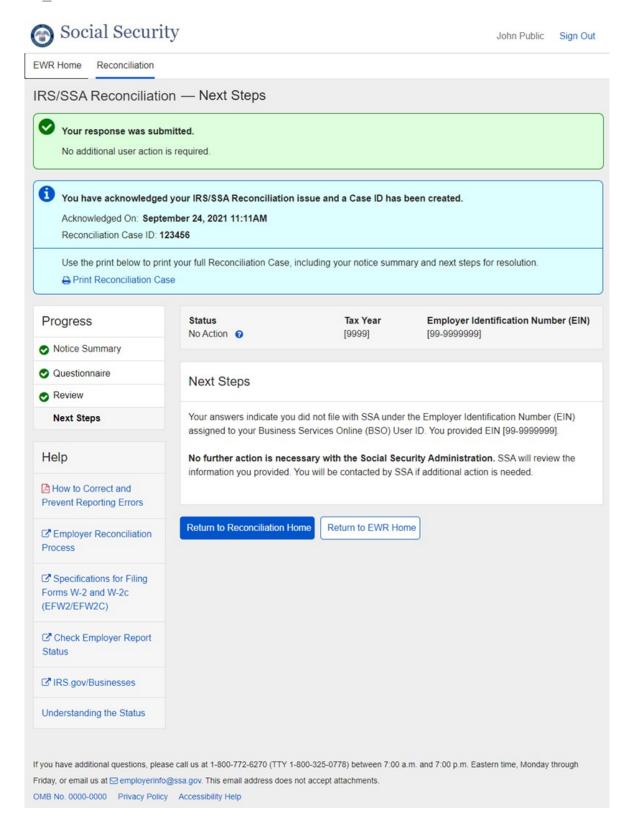
#### 2.15.4.2. Detailed Instructions expanded



#### 2.15.5. NR5 No Further Action

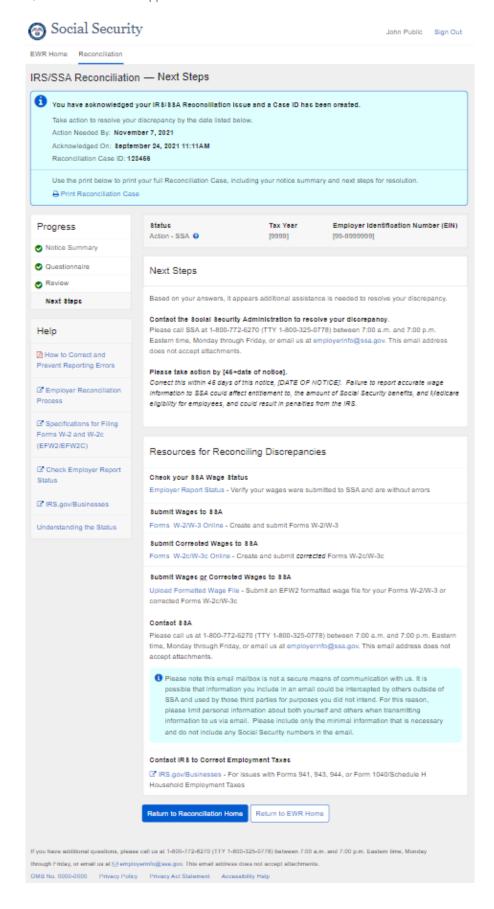


#### 2.15.6. NR6 SSA Calls You

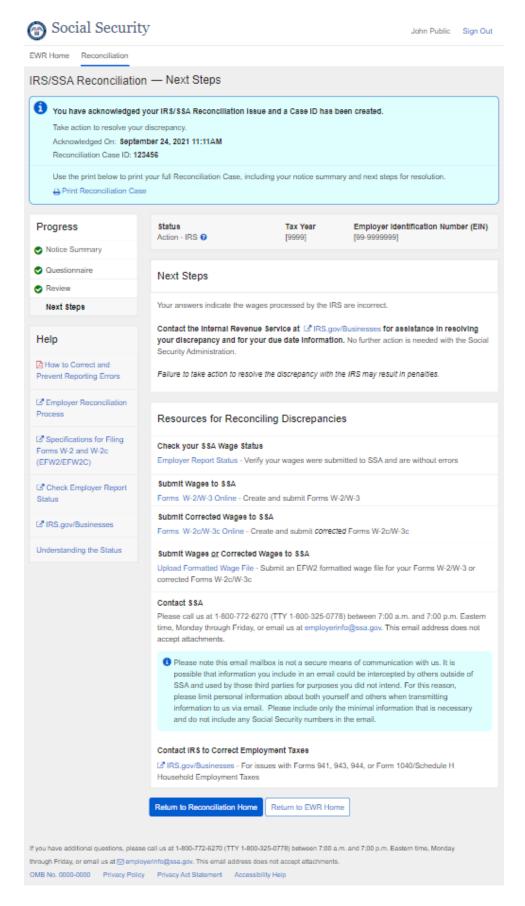


# 2.16. Next Steps - Discrepancy between IRS and SSA Path

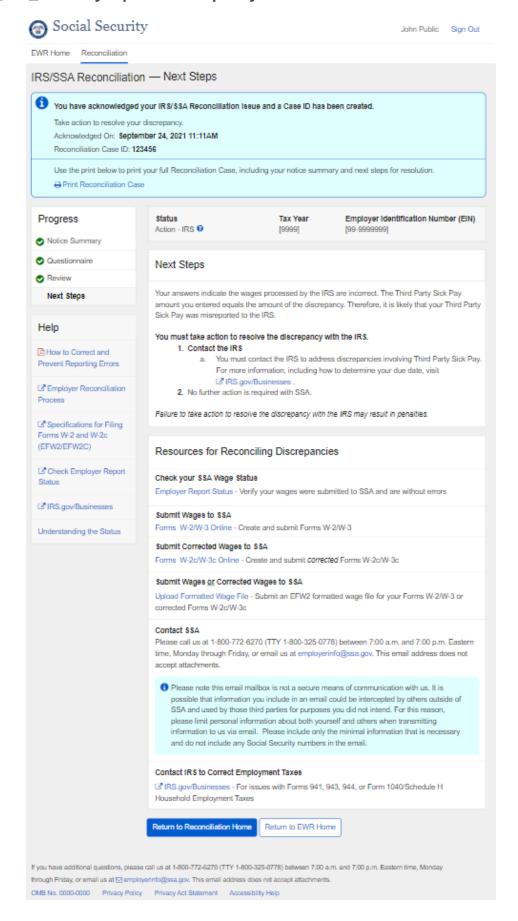
## 2.16.1. D1\_Contact Us



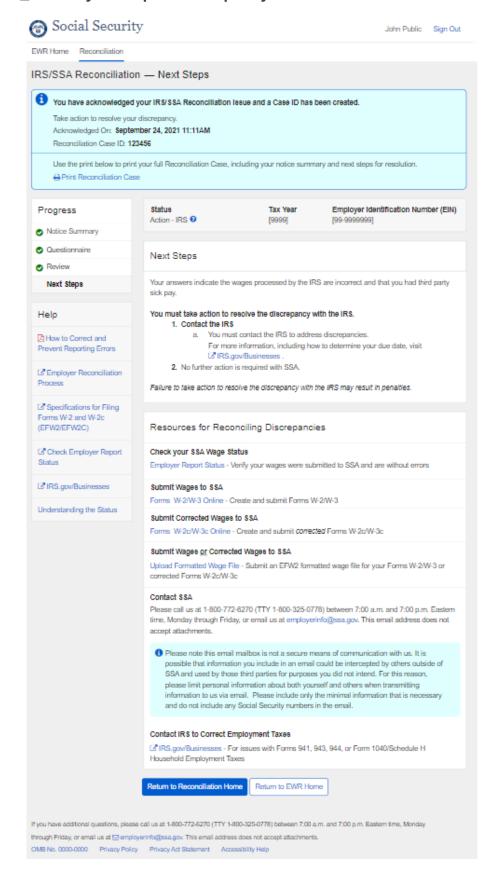
#### 2.16.2. D4a IRS



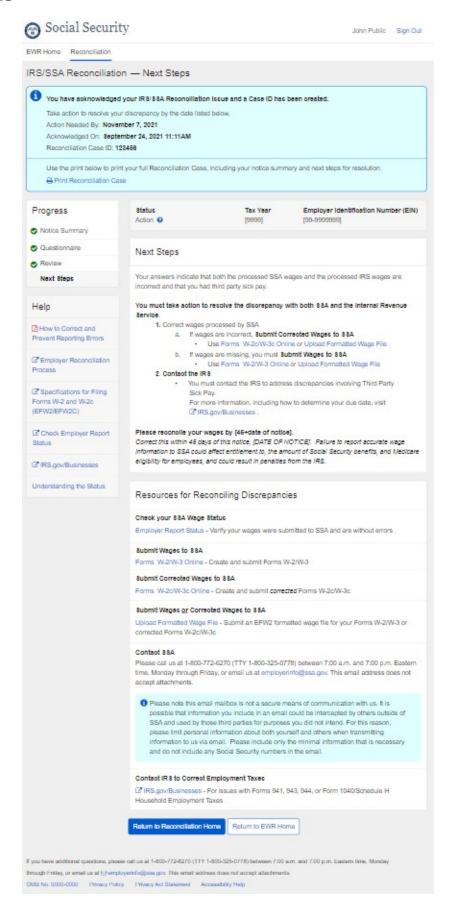
## 2.16.3. D4b1\_IRS\_Sick Pay equals Discrepancy



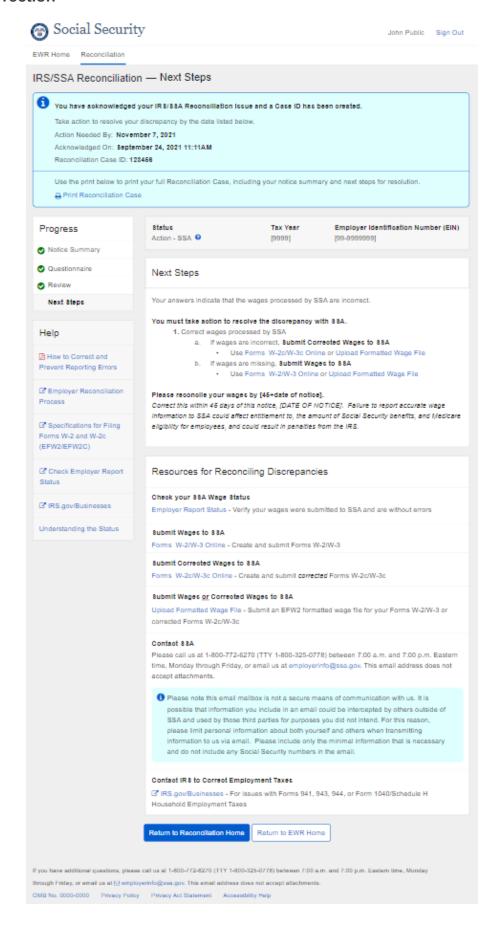
## 2.16.4. D4b2\_IRS\_Sick Pay not equal Discrepancy



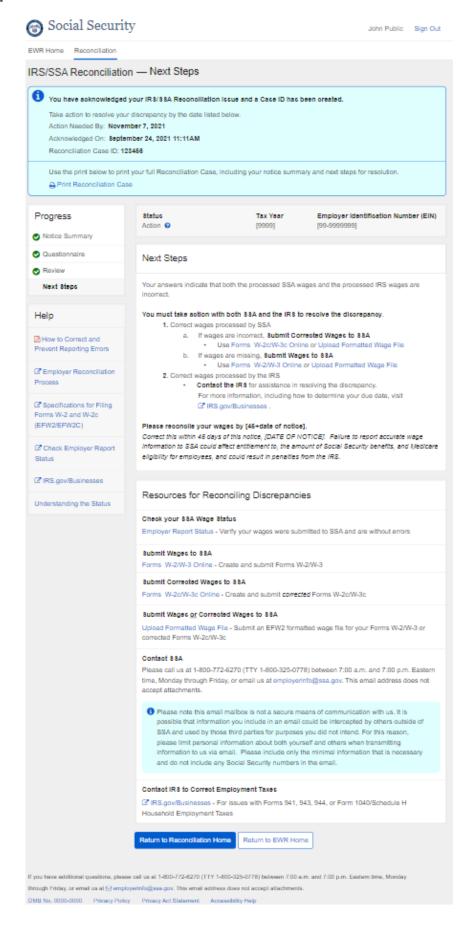
#### D6\_Correction\_IRS



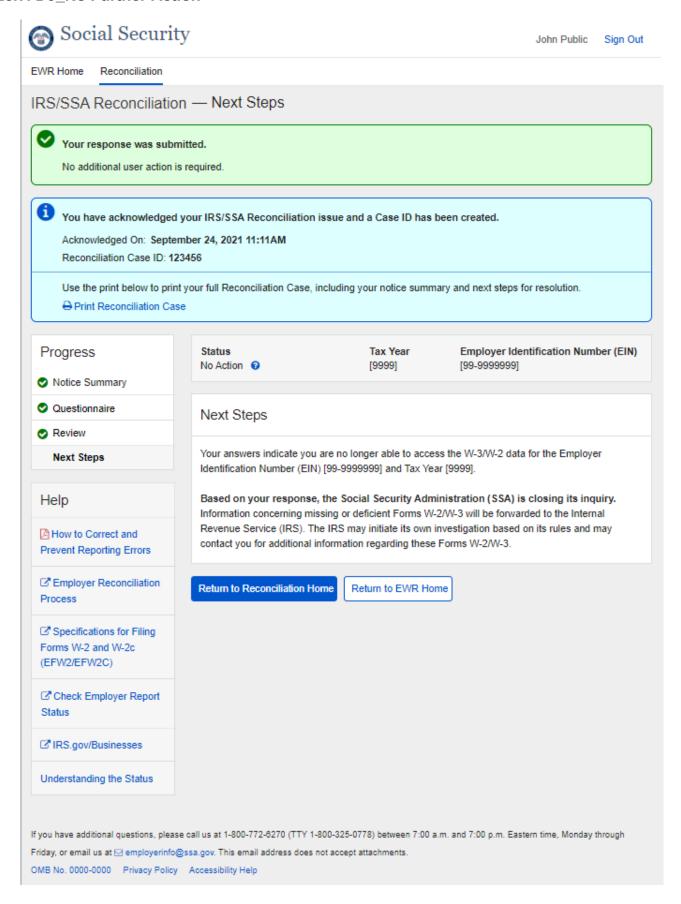
## 2.16.5. D7\_Correction



## 2.16.6. D8\_All Options

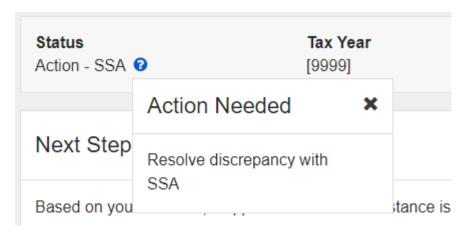


#### 2.16.7. D9 No Further Action

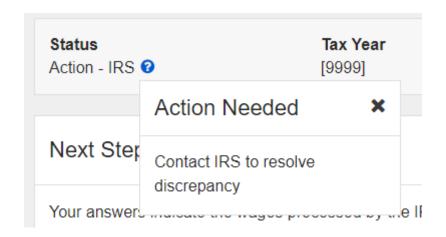


## 2.17. Next Steps Component - Status Help Tooltip

## 2.17.1. Action-SSA

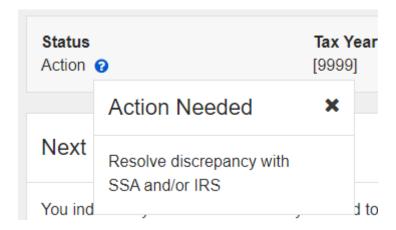


### 2.17.2. Action-IRS

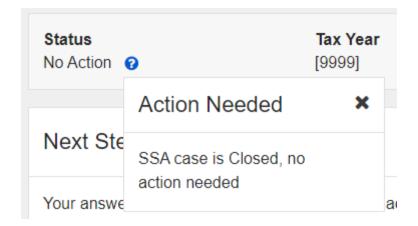


2.18.

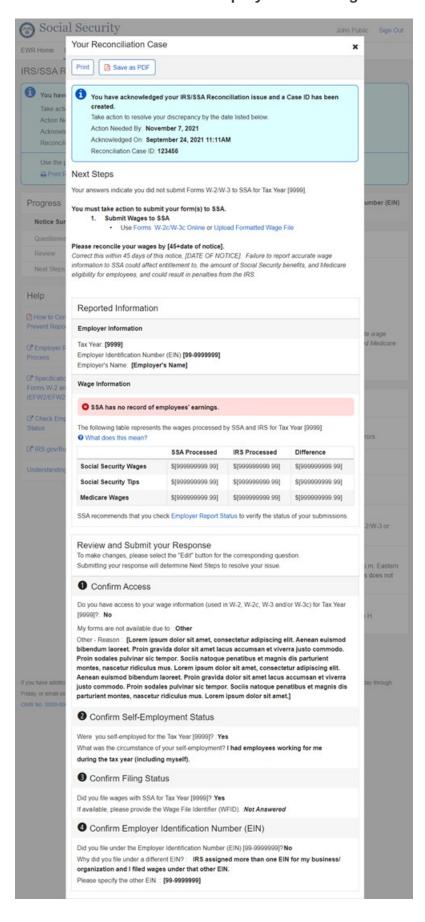
#### 2.18.1. Action



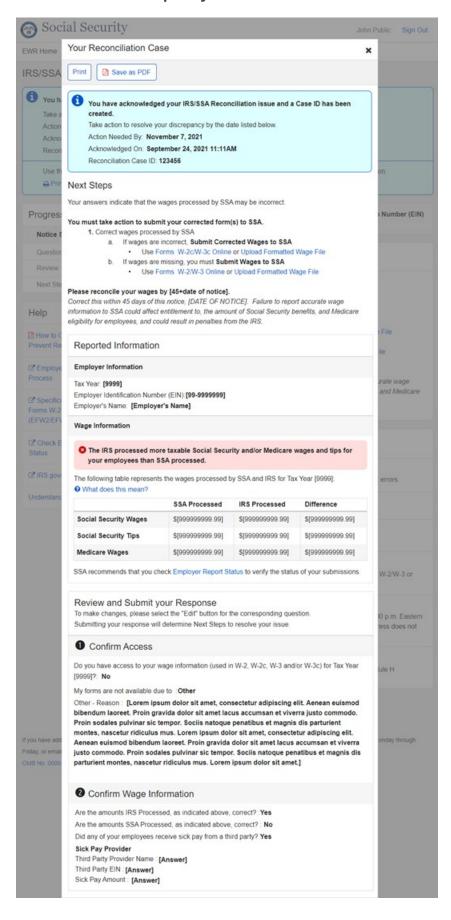
#### 2.18.2. No Action



## 2.19. Print Reconciliation Case - No Record of Employees' Earnings

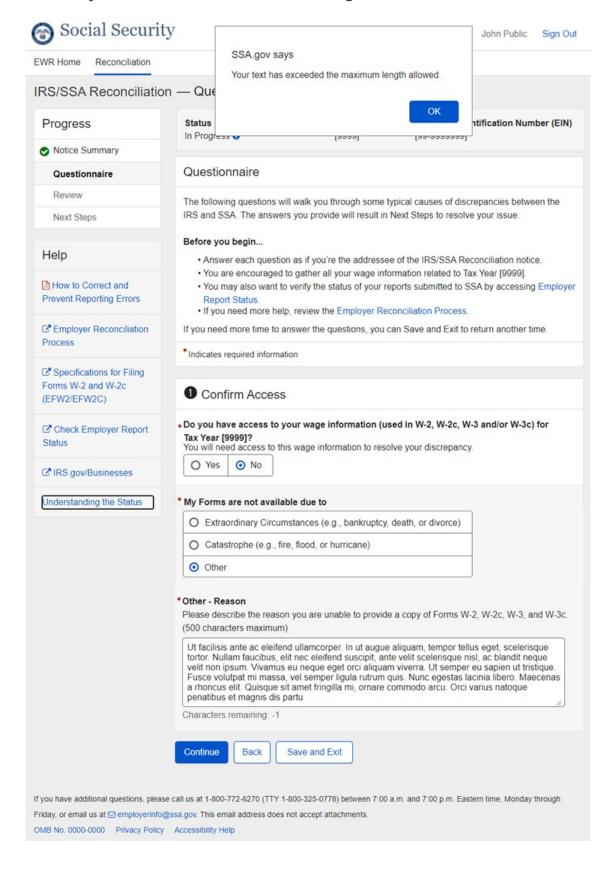


## 2.20. Print Reconciliation Case - Discrepancy between IRS and SSA

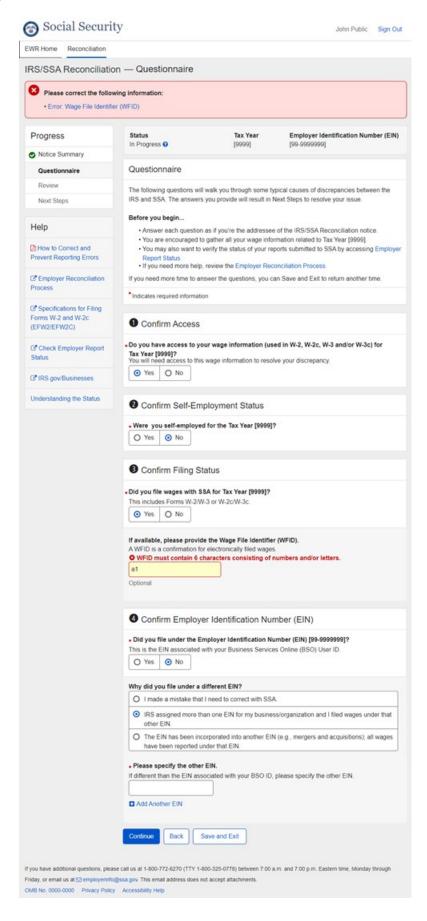


## 2.21. Error Messaging

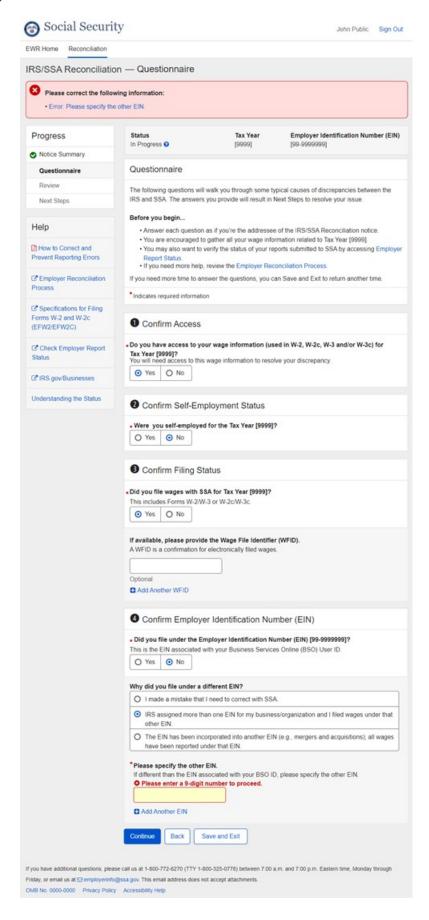
### 2.21.1. Invalid Entry Errors - Text Exceeded Max Length



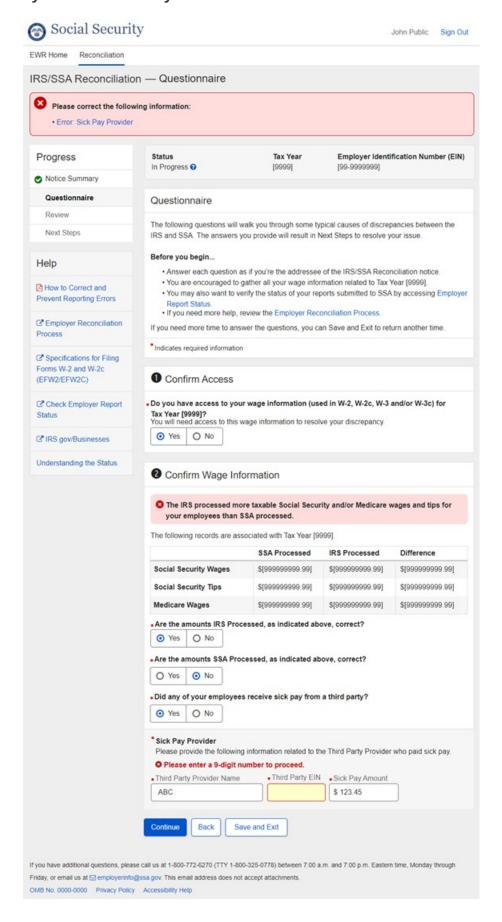
#### 2.21.2. Invalid Entry Errors - WFID



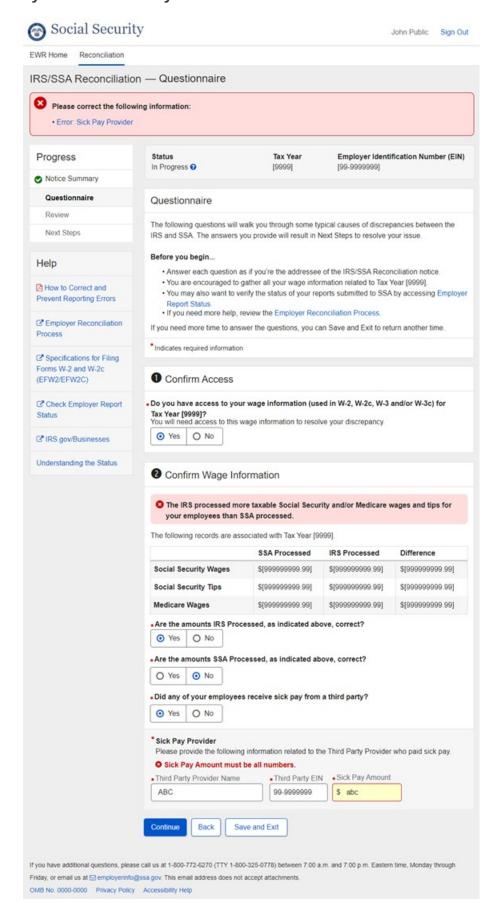
### 2.21.3. Invalid Entry Errors - EIN



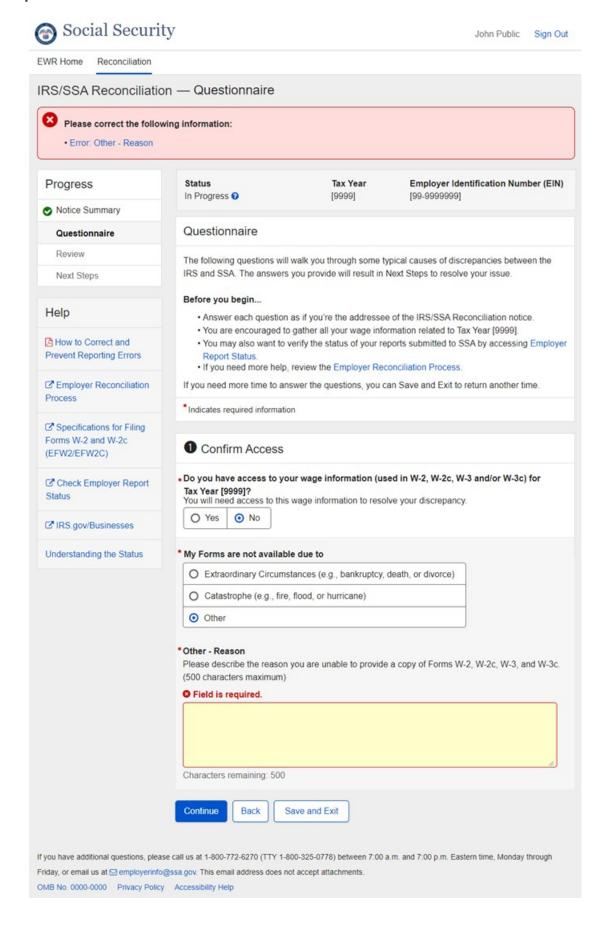
#### 2.21.4. Invalid Entry Errors - Sick Pay Provider EIN



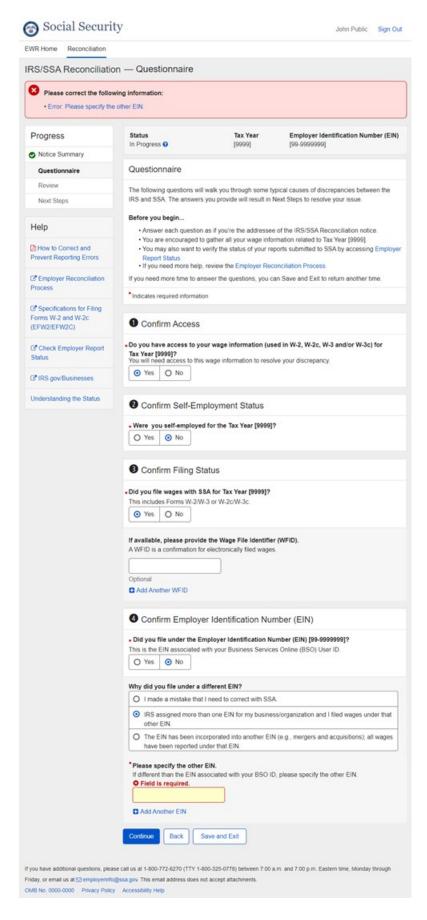
#### 2.21.5. Invalid Entry Errors - Sick Pay Provider Amount



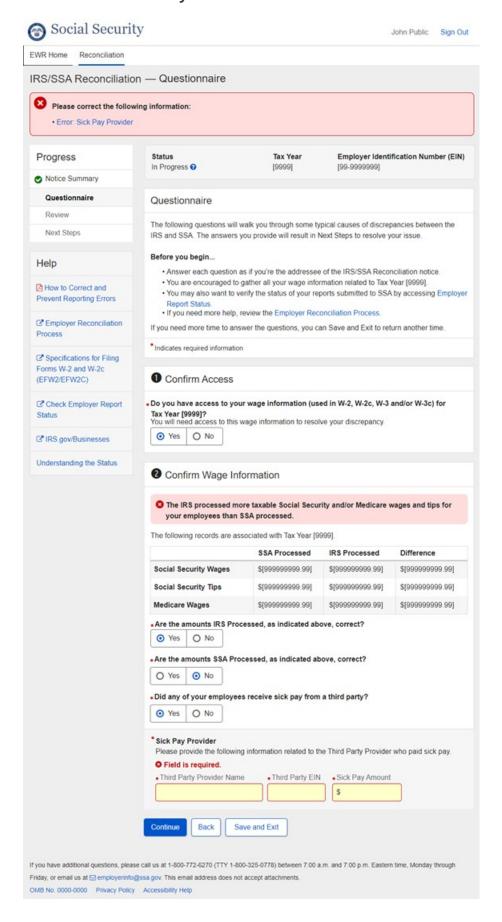
#### 2.21.6. Required Field Errors - Other Reason



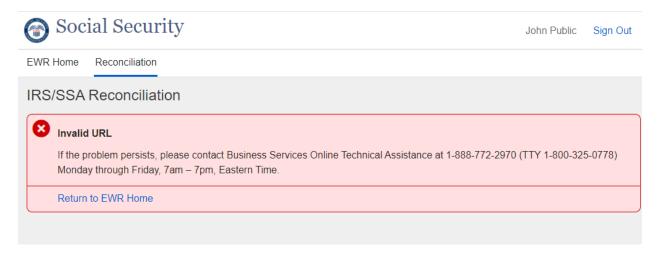
### 2.21.7. Required Field Errors - EIN



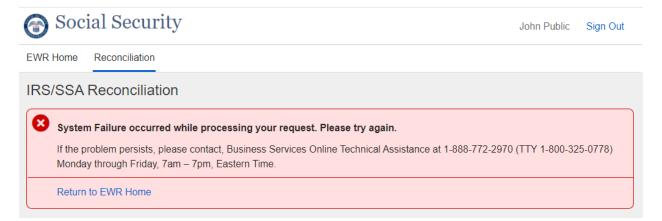
#### 2.21.8. Required Field Errors - Sick Pay Provider



## 2.21.9. System Errors - Invalid URL



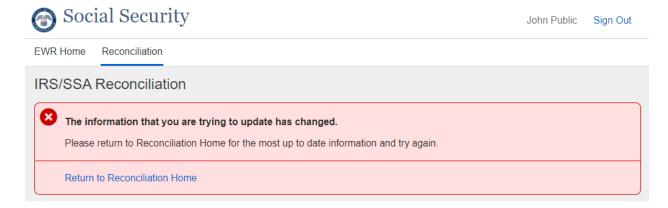
## 2.21.10. System Errors - System Failure



## 2.21.11. System Errors - Application Error



#### 2.21.12. System Errors - Refresh Data



## 2.22. Page Footer

If you have additional questions, please call us at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m. Eastern time, Monday through Friday, or email us at <u>▶ employerinfo@ssa.gov</u>. This email address does not accept attachments.

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## 2.22.1. Page Footer - OMB Link\_Paperwork Reduction Act Statement

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## 3. Appendix A - UXG Contact Information for Analysts, Developers and Others

For information about any of the content included in this design specifications document, contact the User Experience Group (UXG) Project Lead for this project and/or the appropriate project team member (for some projects a UXG designer may have specialized knowledge of one or more parts of the design).

To ensure a timely response to your inquiry in case of absence, please cc the UXG Team Lead.

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