

# **SSNVS 2024 Screen Package**

OMB Clearance 0960-0660

# Social Security Number Verification Screen



**Social Security**

SEARCH MENU LANGUAGES SIGN IN / UP

Home W-2 Filing Verify SSNs Reconciliation Publications Employer Correction Request Taxpayer First Act

## Social Security Number Verifications

### Verifying Social Security Numbers

Employers, organizations or third-party submitters can verify Social Security numbers for wage reporting purposes only. Social Security offers three options to verify Social Security numbers:

1. The [Social Security Number Verification Service](#) - This free online service allows registered users to verify that the names and Social Security numbers of hired employees match Social Security's records.
2. The [Consent Based Social Security Number Verification Service](#) - This fee-based Social Security number verification service is available to enrolled private companies, state and local government agencies to provide instant automated verification and can handle large volume requests.



> [Verifying Social Security Numbers](#)

> [Social Security Number Randomization](#)

- [Register to Use the Social Security Number Verification Service](#)
- [Enroll in Consent Based Social Security Number Verification](#)

**Business Services Online**

By selecting this link, you can:

- Log In
- Register or;
- 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](#)

[Customer Support](#)

[Electronic W-2/W-2c Filing Handbook](#)

[Helpful Government Resources](#)

[FIRE \(1099\) Filing Information Returns Electronically](#)

[Electronic Wage Reporting Web Service \(EWRWS\)](#)

[Employer W-2 Filing](#)

### W-2 Filing Assistance


[Checklist for W-2 Online Filing](#)

[AccuWage Online](#)

[Specifications for Filing Forms W-2 and W-2c Electronically \(EFW2/EFW2C\)](#)

[Paper Forms W-2 & Instructions](#)

# Login to SSNVS Screen



**Social Security**

SEARCH MENU LANGUAGES SIGN IN / UP

Home W-2 Filing Verify SSNs Reconciliation Publications Employer Correction Request Taxpayer First Act

## 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](#)

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[Paper Forms W-2 & Instructions](#)

# Business Services Online Screen



**Social Security**

SEARCH MENU LANGUAGES SIGN IN / UP

Home Business Services Online

## 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.

#### Attention Tax Year 2020 Wage Filers:

Wage reports for Tax Year 2020 are now being accepted.

Please visit our [What's New for Tax Year 2020](#) page for important wage reporting updates.

Reminder, Tax Year 2020 wage reports must be filed with the Social Security Administration by February 1, 2021.

#### COVID-19 Alert

Due to the COVID-19 pandemic, our BSO Customer Service and Technical Support staff is currently limited and hold times on the phone may be longer than usual. If you need immediate assistance, our toll free number is 1-800-772-6270 (TTY 1-800-325-0778) and is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

For general assistance, you may send us an email at [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov). For technical assistance, please send us an email at [bso.support@ssa.gov](mailto:bso.support@ssa.gov). We thank you in advance for your patience and understanding.

Please review our [current guidance for in-person appointments](#) if you require a visit to one of our Field Offices.

#### Message

If you received an Employer Correction Request (EDCOR) letter concerning name and SSN mismatches for your employees and you need additional resources, please visit the EDCOR landing page at [www.ssa.gov/employer/notices.html](http://www.ssa.gov/employer/notices.html).

If you are adding a new BSO account, please make sure you select **View Wage Report Name/SSN Errors** in addition to Report Wages.

### Business Services Online

Log In Register

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

- + For Employers
- + For Attorneys & Appointed Representatives
- + Social Security Number Verification Services (SSNVS)
- + Consent Based Social Security Number Verification Service (CBSV)

# BSO Suite of Services Screen



Social Security

SEARCH MENU LANGUAGES SIGN IN / UP

## Business Services Online

### BSO Suite of Services

The following Services are available within BSO:

#### Report Wages to Social Security

Allows you to send W-2s and W-2cs to Social Security either by uploading a specifically formatted electronic file or by directly keying W-2s and W-2cs in an online form. Allows you to view the processing status, errors and error notices for wage files and/or wage reports submitted by or for your company. In addition, a one-time 15-day extension of the deadline for resubmitting wage data can be requested.

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#### View Name and Social Security Number Errors

Allows you to view the processing status, errors (including Name and Social Security Number mismatches), and error notices for wage files and/or wage reports submitted by or for your company.

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#### Social Security Number Verification Service

Allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.


**Proper Uses of Social Security Number Verification Service:**

- Social Security will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose

### Business Services Online

Log In Register

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

- + For Employers
- + For Attorneys & Appointed Representatives
- + Social Security Number Verification Services (SSNVS)
- + Consent Based Social Security Number Verification Service (CBSV)

# Log In to Online Services Screen

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Welcome | BSO Information | Keyboard Navigation

HELP

## Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

**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](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

**Existing User?**  
Please log 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

HELP

# Log In to Social Security Number Verification Service

Social Security Online

## Business Services Online

[www.socialsecurity.gov](http://www.socialsecurity.gov)

[BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)



### Main Menu

[HELP](#)

STANLEY RUTKOWSKI

[Logout](#)

#### Manage Account

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

#### Manage Services

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

#### Manage Employer Information

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

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.

Welcome, John Public  
Your password expires on **July 09, 2018**

#### [Report Wages To Social Security](#)

Test wage files using AccuWage  
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

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

Request online SSN verification, or  
Submit files for SSN verification

[www.socialsecurity.gov](http://www.socialsecurity.gov)

# Request Online SSN Verification Screen



### Social Security Number Verification Service

[HELP](#)

TEST USER

[Logout](#)

#### Manage Account

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

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- [View / Edit Services](#)
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#### [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](#)



# SSNVS Attestation Screen



### 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 employee-employer relationship has been established. SSA defines the existence of an employee-employer 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 employer'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 conform 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.**

#### Additional Information for Third-Party Submitters

You can use a fee-based application 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 obsoleted the existing provisions. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320-10. 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 database, 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 clients 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 employees of any individual from 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 "Accept" button, you certify that you have read, understand and agree to the use of Business Services Online.

# SSN Verification Screen

## 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)

	* <a href="#">SSN</a> (99999999)	* <a href="#">First Name</a>	<a href="#">Middle Name</a>	* <a href="#">Last Name</a>	<a href="#">Suffix</a>	<a href="#">Date of Birth</a> (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.

# SSN Verification Results Screen

## Social Security Number Verification System (SSNVS)

SSNVS Help

### SSN Verification Results

Employer's EIN: \*\*\*\*\* Name: Test User

Records Submitted: 6  
 Verified: 4  
 Deceased: 1  
 Failed Records: 1

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 6.

- Failed** - Data does not match Social Security Administration's records. Select [What to do if an SSN fails to verify](#) for more information.
- Deceased** - Data matches Social Security Administration's records, and our records indicate that the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0776) or your local Social Security field office. [Office Locator](#) to find the office nearest you.
- Verified** - Data matches Social Security Administration's records.

[Verify More SSNs](#)  
[What to do if an SSN fails to verify](#)  
[Why Are Some SSNs Masked?](#)  
[SSN Office Locator](#)

Results	SSN	First Name	Middle Name	Last Name	Suffix	Date of Birth	Verification Results
Verified	XXXXX1111	John	D	Public	-	10161899	-
Failed	XXXXX7309	Harold	Robert	Gerald	-	12121999	3
Deceased	123457689	Robert	-	User	-	11281942	-
Failed	987654321	Roger	E	Claim	-	-	1
Failed	876543210	Jake	S	Fake	-	01091920	5
Failed	00000001	Jim		Godzilla		01091901	1

Verification Results	
Code	Description
1	SSN not in file (never issued)
3	Name Matches; DOB does not match
5	Name does not match; DOB not checked

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# Submit an Electronic File for SSN Verification Screen

Social Security Online Business Services Online

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

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TEST USER  
[Logout](#)

**Manage Account**

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


**Manage Services**

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

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## Social Security Number Verification Service [HELP](#)

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**[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.

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View the current status of a submission.

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

[BSO Main Menu](#)

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www.socialsecurity.gov

# SSNVS Attestation Screen



SSNVS Attestation

Proper Use of Social Security Number Verification Service (SSNVS)

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  - 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 employer's completion of the paperwork to establish the payroll record.
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  - 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.

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Additional Information for Third-Party Submitters

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- 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 activities, etc.

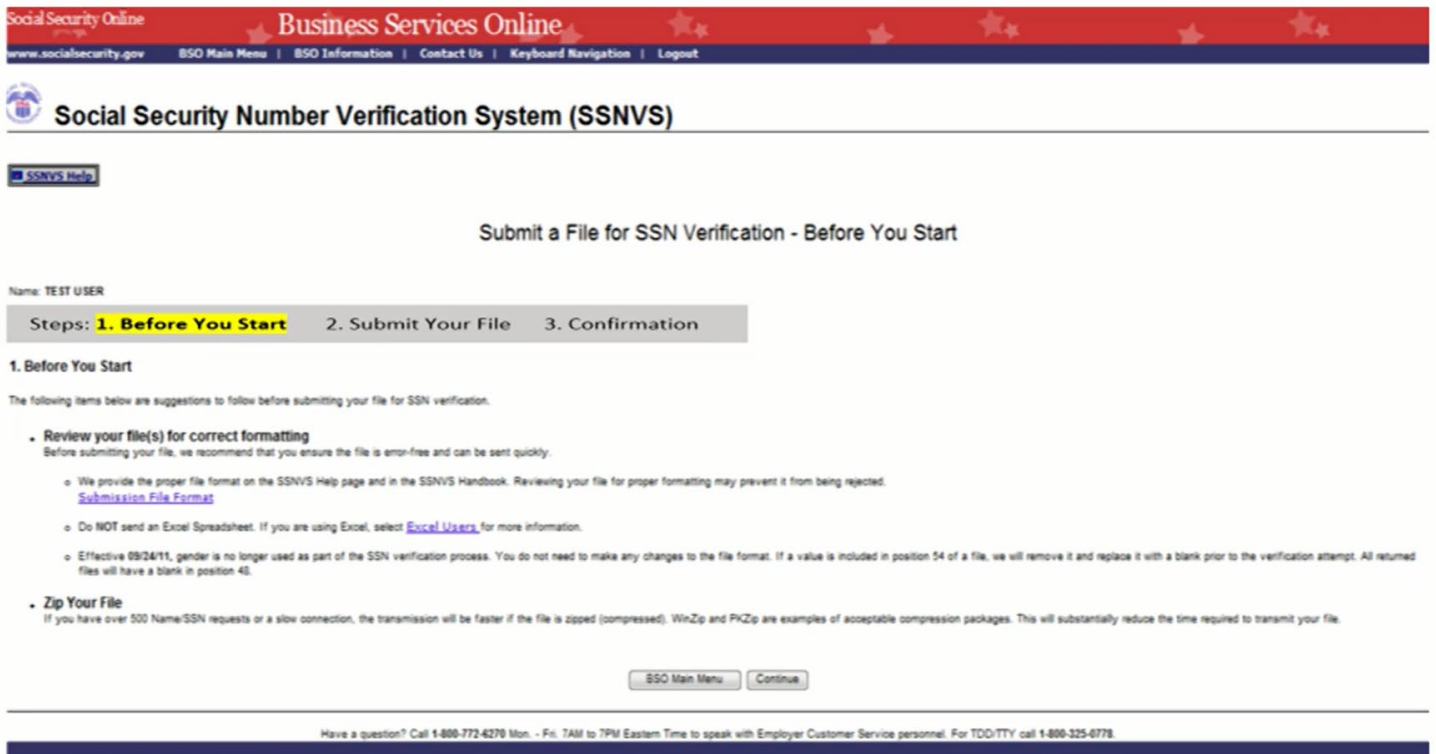
User Certification for Use of SSNVS - Please Read Carefully!

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 clients 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 employees 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 clicking the "I Accept" button, you certify that you have read, understand and agree to the user education of Business Services Online.

# Submit a File for SSN Verification – Before You Start Screen



The screenshot shows the 'Before You Start' screen of the Social Security Number Verification System (SSNVS). At the top, there is a red header with 'Social Security Online' and 'Business Services Online' logos, along with navigation links like 'BSO Main Menu', 'BSO Information', 'Contact Us', 'Keyboard Navigation', and 'Logout'. Below the header is the SSNVS logo and title. A 'SSNVS Help' link is visible. The main heading is 'Submit a File for SSN Verification - Before You Start'. The user is identified as 'TEST USER'. A progress bar shows three steps: '1. Before You Start' (highlighted in yellow), '2. Submit Your File', and '3. Confirmation'. Under '1. Before You Start', there are instructions and a list of suggestions: 'Review your file(s) for correct formatting' (with sub-points about file format, Excel spreadsheets, and gender fields) and 'Zip Your File' (with a note about large requests or slow connections). At the bottom, there are 'BSO Main Menu' and 'Continue' buttons, and a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-6778.'

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

 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](#)

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 1-800-325-6778.

# Submit a File for SSN Verification – Submit Your File Screen

Social Security Online  
www.socialsecurity.gov

Business Services Online  
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 **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

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.

Have a question? Call 1-800-772-6278 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

# Submit a File for SSN Verification – Confirmation Screen



## Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

### 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: 00x00x00xx0000x

Date: 03/13/2019 04:48 PM Eastern Time   Your file name: SSNVS\_Test\_File.bt   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](#)

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# Retrieve Your Results

Social Security Online

## Business Services Online

www.socialsecurity.gov

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### Main Menu

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STANLEY RUTKOWSKI

[Logout](#)

#### Manage Account

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

#### Manage Services

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

#### Manage Employer Information

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

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.

Welcome, John Public  
Your password expires on **July 09, 2018**

#### [Report Wages To Social Security](#)

Test wage files using AccuWage  
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

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


Request online SSN verification, or  
Submit files for SSN verification

www.socialsecurity.gov

# View Status and Retrieval Information Screen

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**Manage Account**

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**Manage Services**

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- [Enter Activation Code\(s\)](#)

**Manage Employer Information**

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

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](#)

www.socialsecurity.gov

# Attestation Screen

## 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 hire date has not started working); and/or
  - The future employer'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 conform 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.**

### Additional Information 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 prohibited the existing data firms. The prohibitions are codified at Title 42 of the U.S. Code, Section 13200-10. 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 clients 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 employees of any individual from 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 Agree" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

# Status and Retrieval Screen

## 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.

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

# Status and Retrieval Results Screen

## Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

### Status and Retrieval Results

NAME: JOHN PUBLIC

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
02/01/2018	1288466E01EE9C8F	50	5	-	45	<a href="#">AVAILABLE</a>	110 KB	DOWNLOAD	03/05/2018
11/01/2017	165FD5597B9T36PO	100	5	2	93	<a href="#">AVAILABLE</a>	200 KB	DOWNLOAD	12/05/2017
06/01/2016	16599TY32F7Y619L	8	6	1	1	<a href="#">AVAILABLE</a>	1.1 KB	VIEW	07/01/2016
11/01/2012	265DI5597Y1M368A	25	1	2	22	<a href="#">DOWNLOADED</a>	23.2 KB	-	12/02/2012
07/30/2018	123TM97W6L009H	-	-	-	-	<a href="#">IN PROCESS</a>	50 KB	-	-

[Additional Status Request](#)

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

***SSA will insert the following revised Privacy Act Statement into the collection as soon as possible:***

**Privacy Act Statement  
Collection and Use of Personal Information**

Sections 205(a) and (c)(2) of the Social Security Act (42 U.S.C. 405(a) and (c)(2)) allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent you from verifying employee Social Security Numbers (SSNs).

We will use the information to allow you or a third party acting on your behalf to verify employee names and SSNs. We may also share your information for the following purposes, called routine uses:

- To contractors and other Federal agencies, as necessary, to assist us in efficiently administering our programs; and
- To student volunteers, persons working under a personal services contract, and others, when they need access to information in our records in order to perform their assigned agency duties.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0058, entitled Master Files of Social Security Number (SSN) Holders and SSN Applications, as published in the Federal Register (FR) on December 29, 2010, at 75 FR 82121. Additional information, and a full listing of all our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).