SSNVS 2024 Screen Package

OMB Clearance 0960-0660

Social Security Number Verification Screen



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:

- 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.
- 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

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Login to SSNVS Screen



The Social Security Number Vermication Serv

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 4: Login to Use the Service

> Step 1: Register to Use SSNVS

> Step 2: Request Access and Activation Code

> Step 3: Activation Code is Mailed to Your Employer

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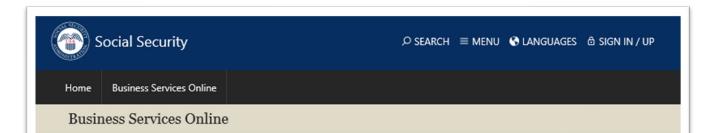
AccuWage Online

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

Paper Forms W-2 & Instructions

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Business Services Online Screen



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. For technical assistance, please send us an email at 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.

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

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



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.

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.

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 (BSO)

Hours of Operation

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- **+** 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



Log In to Social Security Number Verification Service

www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation					
The second control of						
	Main Menu	HELP				
STANLEY RUTKOWSKI						
Logout	Welcome, John Public					
	Your password expires on July 09, 2018					
Manage Account						
View / Edit Account Info						
Change Password	Report Wages To Social Security					
Disable Account	Test wage files using AccuWage Submit, download and print W-2s and W-2cs					
- BOURNELL CONTROL OF	View submission status, errors and error notices for wage reports s	ubmitted by or for your company				
Manage Condens	Request an extension to resubmit a wage file	admitted by or for your company				
Manage Services						
View / Edit Services	Social Security Number Verification Service					
Request New Services	Request online SSN verification, or					
View Pending Services	Submit files for SSN verification					
Enter Activation Code(s)						
Manage Employer Information						
Add/Update Employer Information						
Remove Employer Information						
The state of the s						
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 Screen



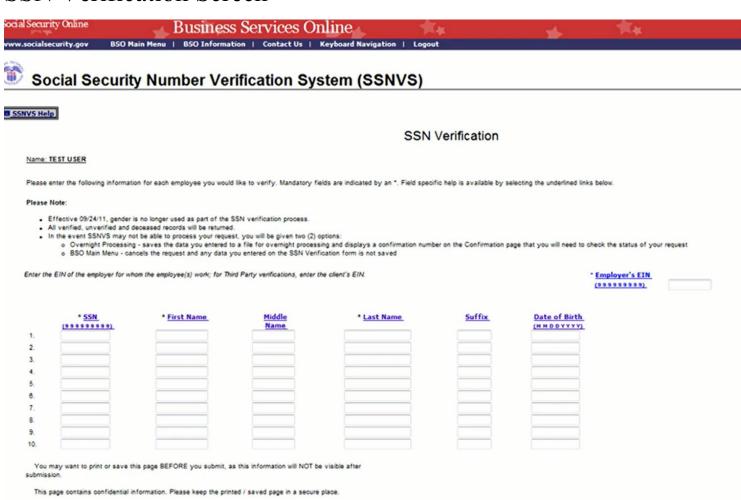
SSNVS Attestation Screen

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

Social Security Number Verification System (SSNVS) OMB App to (a) No. 0960-0660 Proper Use of Social Security Number Vertication 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 (RS) Form VM2 (Vitage and Tax Statement). . It is itiegal 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 5 SNVS only once an official emplayer employee will blooking has been established. SSA defines the existence of an employer employee will blook in one of the following has occurred: . The employers offer of employment and acceptance by the person being nired given though heiste has not started working); and/or . Company policy concerning the use of 8.8NVS should be applied consistently to all workers, for example if used for newly hired workers, verify information on all newly hired so kers. if used to verify information on other workers, verify the information for all other workers • This guits use of SENVS is strong immed to originate the originations that contract with employers to either handle the suggested that contracts between the time-party and the employer stip use that the functions being performed by the time party contact cannot on the properties of SENVS. It is not proper to use SENVS to reconsultation, could concern, even . Amone who knowlingly and willfully uses \$ SNVS to request probable information from \$5A under false preferace a violation. Federal law and may be purished 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 verums all names and SSNs submitted. Fittle name and SSN do not match our records, SSA advises the following: o This response does not imply that you or you're moneyee 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 exponse is not a basis, in and of fiser, to take any adverse action against the employee, such as slying 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 conseque You do use a time doesn'd propose vision offering \$50000's by our cleams. Reviewed, custion revoile by taken \$550.00's service. Its \$550.00's to refer a reviewed propose on the propose of the dead of the propose of the propose of the dead of the propose of the propose of the dead of the propose of the propose of the propose of the dead of the propose of the propos Be cautious not to suggest to your clients that this service is only available through your . Advise all clerts that this service is available at no cost form 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 so this e, etc. User Certification for Use of SSNVS - Prease Read Carefully! I candly that . I have read and understand the above section toted "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters" . I am verifying 5 \$ns solely to ensure that the records of my clients or my current or to mer employees are collect for the purposes of Form W-2 reporting. I am authorized, undervalid contacts with all outside employers of any individual for whom I will enguest 55 Nverification, to transmit employee 55 Ne and identifying information and to receive the results of 55NV5. I have the authority from my employer (or am the owner of the company) to transmit employee SISNs and identifying information and to receive the results of SISNA'S.

I Accept I DO NOT Accept

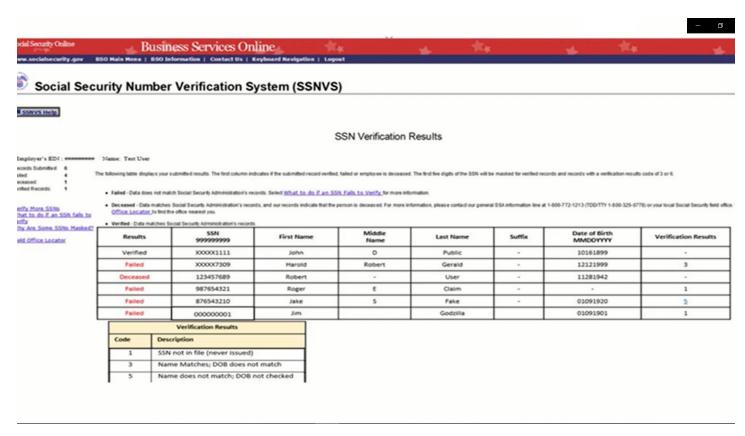
SSN Verification Screen



Clear Form

Submit

SSN Verification Results Screen



Submit an Electronic File for SSN Verification Screen



SSNVS Attestation Screen

Social Security Number Verification System (SSNVS) OMB Approva INc. 0960-0660 SS N/S 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 Social Numbers iS SNs) scen to ensure the records of current or former employees are correct for the purpose of completing internal Revenue Service (RS) Form Wild (Mage and Tax Statement). . It is litegal to use the service to verify SSNs of potential new hires or contractors or in the pre-paration of tax returns . It is appropriate to use SISNVS only once an official employenemployene elationatip has been established. SSA defines the existence of an employenemployene elationatip as when one of the following has occurred . The employers offer of employment and acceptance by the person being hired (even though neither has not started working); and/or The future employee's completion of the papersions to establish the payroll record. . Company policy concerning the use of SSNVS should be applied consistently to all w o if used for nearly hired workers, verify information on all nearly hired workers. If used to verify information on other workers, verify the information for all other workers • Trian pushy use of \$54MS is strong limited to organizations that contract with employees to either handle the urge reporting responsibilities or perform an administrative function directly existed to annual wage eporting exponsibilities of fined employees. It is suggested that contracts between the thirt-party and the employee is to either handle the urge reporting purposes, according to the thirt-party contractor attents to the proper use of \$54MS. It is not proper to use \$54MS. It is not Anjoine who knowlings and willfully uses \$5NV\$ to request or obtain information from \$\$A under false preferees violates Federal law and may be purished 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 whoms at names and SSNs submitted. Fithe name and SSN do not match our records, SSA advises the following This exponse does not imply that you or you'remplayee intentionally provided incorrect information about the emplayee'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 emptyee, such as slying off, suspending firing, or discriminating against the emptyee. If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action agains to 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 pased ago place when offering \$59W\$ by your clease. Powerer, causion should be taken, \$59.40 feet service, like \$59W\$, they of one ge. Some companies in the private sector offer those same services for a fee and service private and some services for a fee and service private and services for a fee and service private services for a fee and services for a feet and ser . Be cautious not to suggest to your clients that this service is only available through your . Advise all clerts that this service is available at no cost from SISA and that this service is not a unique or exclusive arrangement between SISA and your company; and . Be sure not to give any impression when describing your SSNVS service to your clents that your company has an arrangement that allows direct access to SSA databases, program so this e, etc. . 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 have the authority from my employer (or am the owner of the company) to transmit employee \$ \$ms and identifying information and to exceive the results of \$5 NA/\$.

. I am verifying \$ \$Ns solely to ensure that the records of my clients or my current or to miler employees are correct for the purposes of Form W-2 reporting.

. I am authorized, undervalid contracts with all outside employers of any individual for whom I will enguest SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVs.

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

| Accept | 100 NOTAccept

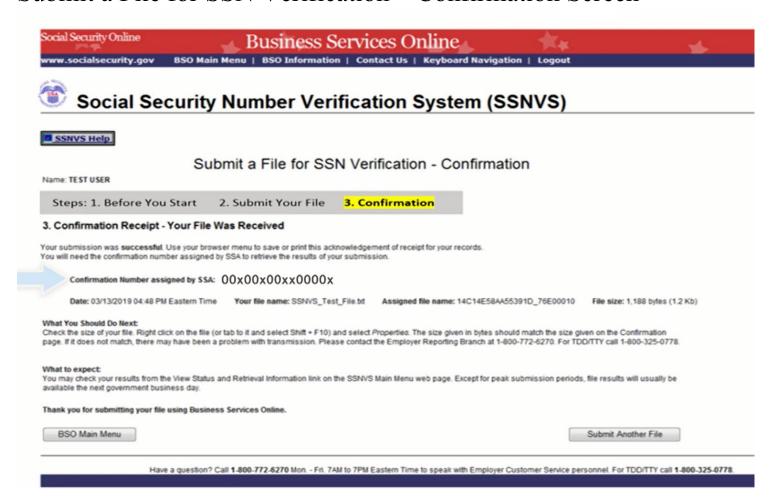
Submit a File for SSN Verification – Before You Start Screen



Submit a File for SSN Verification – Submit Your File Screen



Submit a File for SSN Verification – Confirmation Screen



Retrieve Your Results

Business Services Online Social Security Online www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation HELP Main Menu STANLEY RUTKOWSKI John Public Logout Welcome, Your password expires on July 09, 2018 **Manage Account** . View / Edit Account Info Report Wages To Social Security Change Password Test wage files using AccuWage Disable Account Submit, download and print W-2s and W-2cs View submission status, errors and error notices for wage reports submitted by or for your company Request an extension to resubmit a wage file **Manage Services** Social Security Number Verification Service View / Edit Services Request online SSN verification, or Request New Services Submit files for SSN verification 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 Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778. www.socialsecurity.gov

View Status and Retrieval Information Screen



Attestation Screen

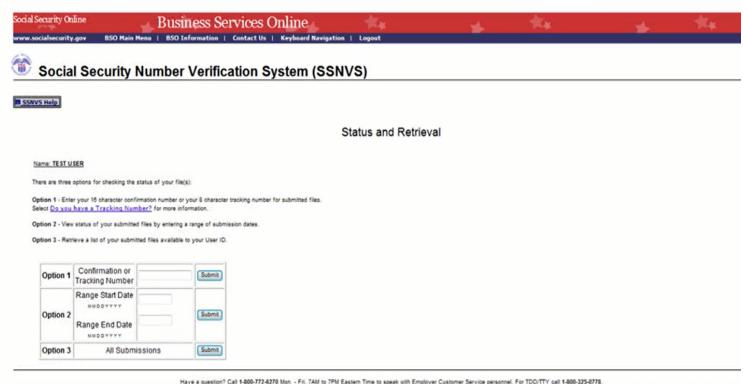
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By selecting the "IAccept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

I have the authority from my employer (or am the owner of the company) to transmit employee \$5ms and identifying information and to receive the results of \$5ms/5.

I Accept I DO NOT Accept

Status and Retrieval Screen



Status and Retrieval Results Screen

ocial Security Online Business Services Online

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



Social Security Number Verification System (SSNVS)

5 SNVS 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 DOWNELOAD link under Retrieval Options.
 Please note targe files may take some time to open.
 Some SDRs may be masked. Select Vibty. Are. Some. SSRs. Masked? for more information.
 SSRs did not verify? Select Vibtat. to .do .if .an. SSRs. fails .to .yenify.

- Select "VEW" if the total number of records submitted is 10 or less.
 Select "DOWALOAD" to download your file.
 To save the downloaded file as a test file:
- - Roight click "DOWNE, OAD"
 Salect "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	1288466EO1EE9C8F	50	5	-	45	AVAILABLE	110 KB	DOWNLOAD	03/05/2018
11/01/2017	165FD5597B9T36PO	100	5	2	93	AVAILABLE	200 KB	DOWNLOAD	12/05/2017
06/01/2016	16599TY32F7Y619L	8	6	1	1	AVAILABLE	1.1 KB	VIEW	07/01/2016
11/01/2012	265DI5597Y1M36BA	25	1	2	22	DOWNLOADED	23.2 KB		12/02/2012
07/30/2018	123TM97W6L009H		-	-	-	IN PROCESS	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.