Tax Year 2024

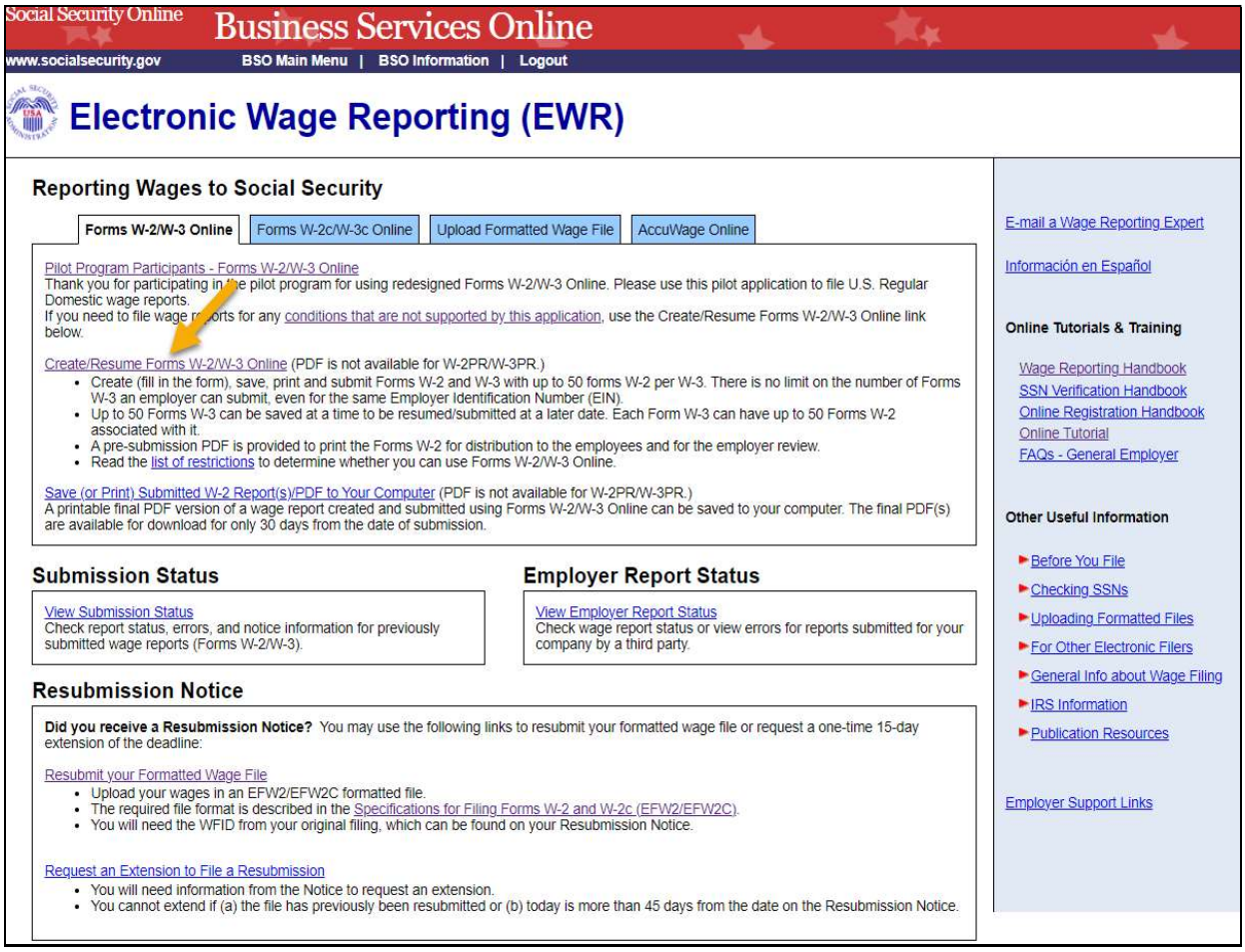
W-2/W-3 Online

Tutorial

1.0 Create/Resume Forms W-2/W-3 Online

1. On the Electronic Wage Reporting (EWR) home page, select the **Create/Resume Forms W-2/W-3 Online** link in the Reporting Wages to Social Security section. If there are no unsubmitted reports, the system displays the "Before You Create Your Form(s) W-2/W-3" page; if there are unsubmitted reports, the system displays the Forms W-2/W-3 Online "Unsubmitted Reports" page.

   See "Access EWR Suite of Services Tutorial" for how to access the EWR homepage.



2. On the Unsubmitted Reports page:

   a. Select the **Start a New Report** button. The system displays the "Before You Create Your Form(s) W-2/W-3" page.

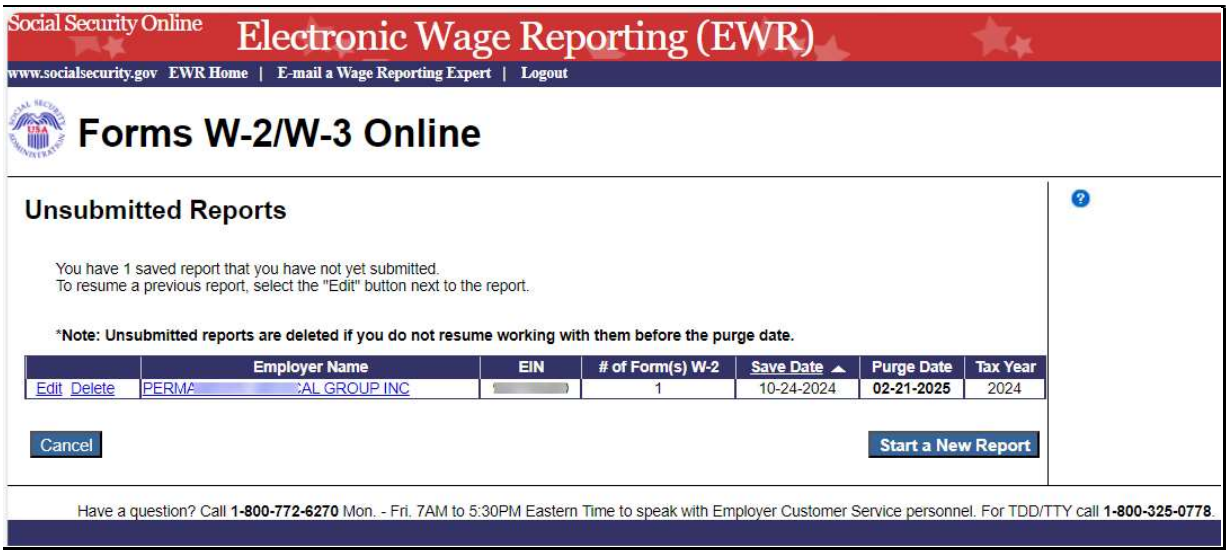
   b. Select the **Edit** link or the Employer Name link to go to the "W-2 List for this Submission" page.

c. Select the **Delete** link to delete an unsubmitted report. The "Are you sure you want to delete the unsubmitted report?" page will be displayed.

d. Select the **Cancel** button to return to the EWR homepage.

Note:

You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty "saved" report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report.



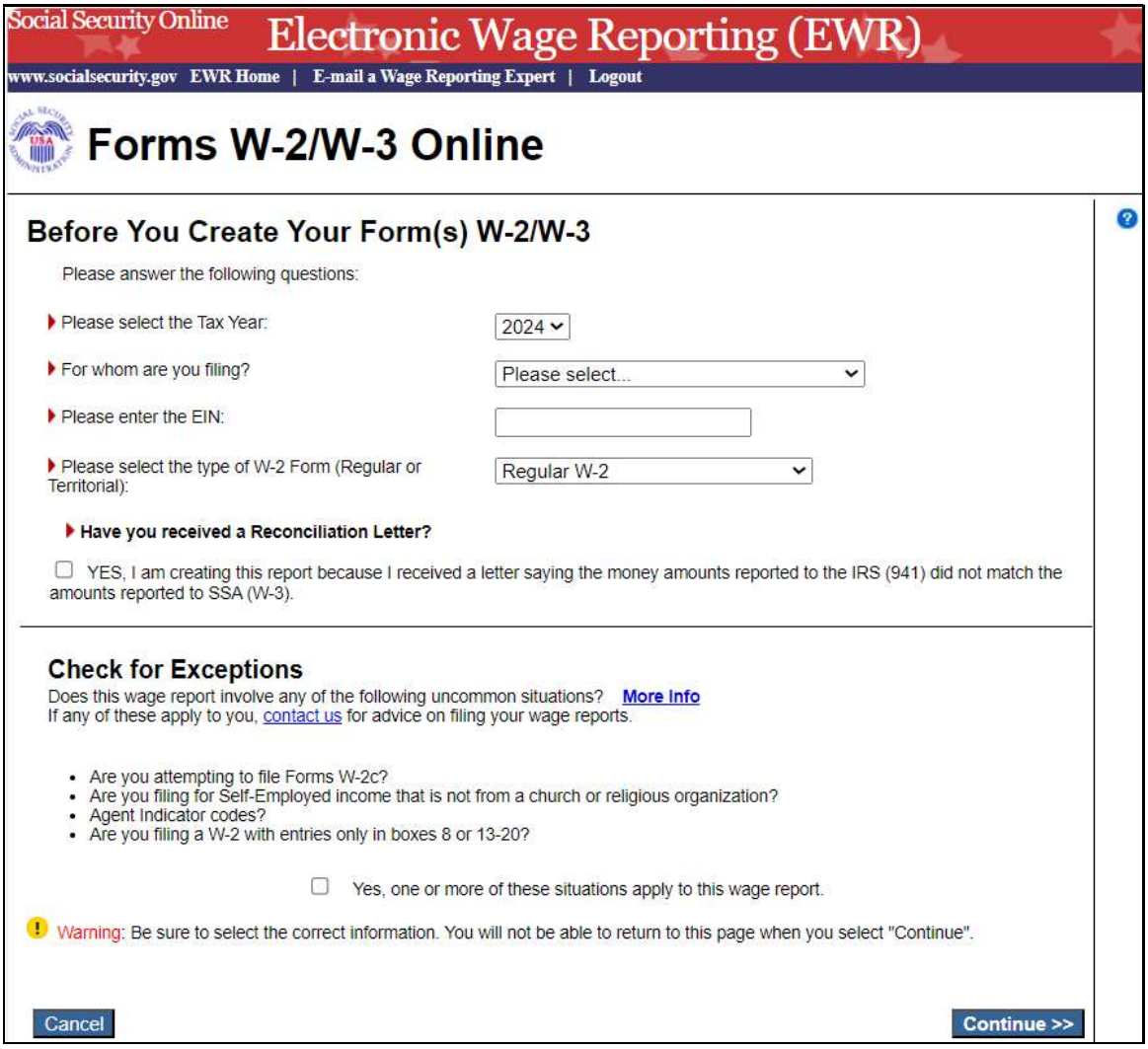
3. On the Before You Create Your Form(s) W-2/W-3 page:

a. Provide correct information related to Tax Year, company name, EIN and the type of W-2 Form you are creating. If you received a Reconciliation Letter, select the check box.

b. If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the "Employer Information for this Wage Report" page.

c. If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the "W-2 Online Restrictions" page.

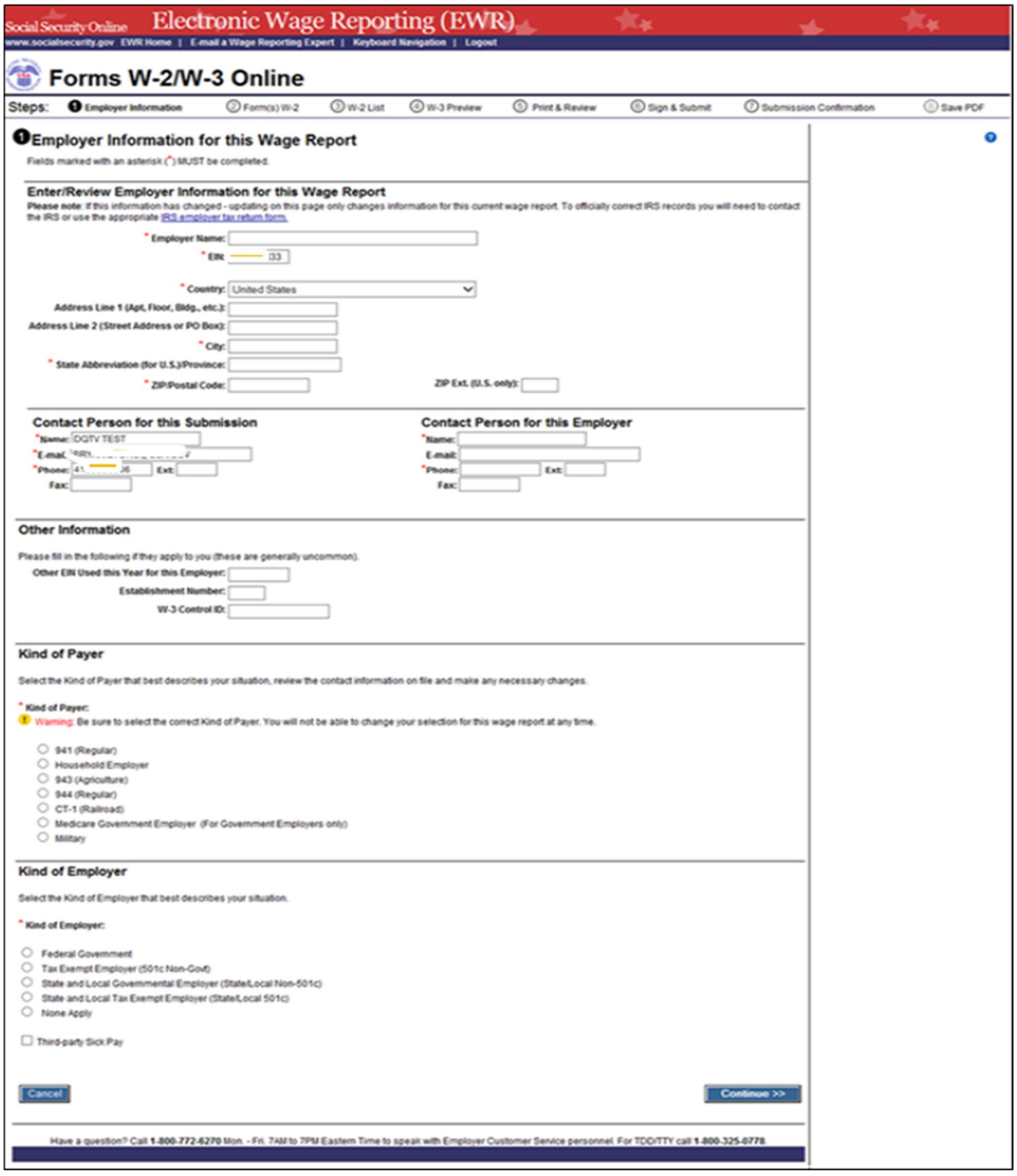
d. Select the **Cancel** button to return to the EWR homepage.



4. On the Employer Information for this Wage Report page:

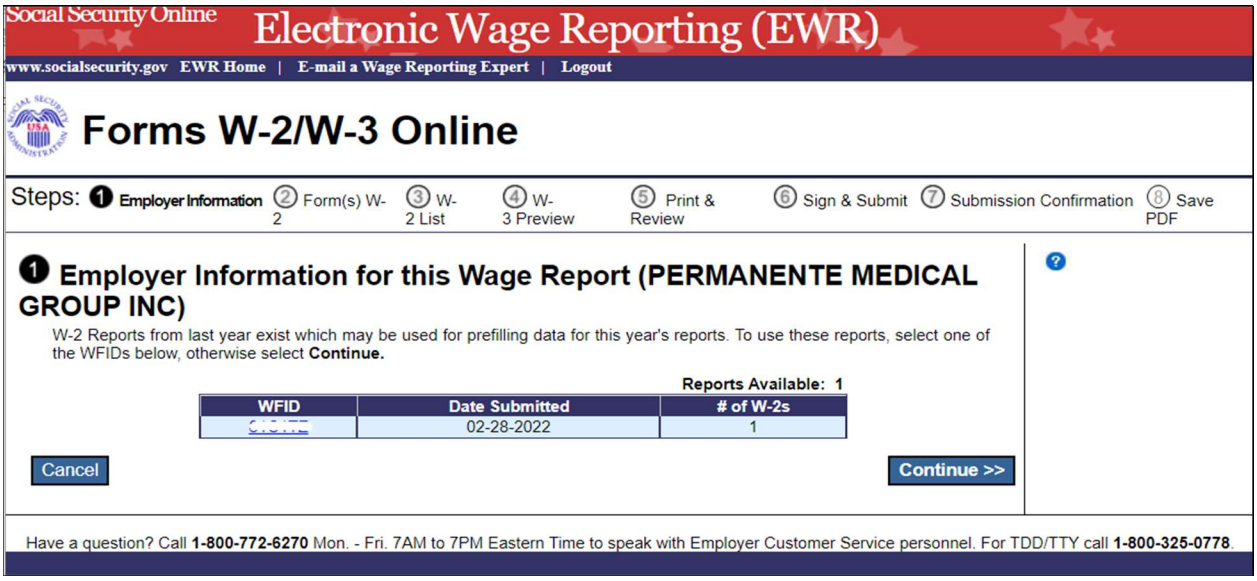
   Enter or review the employer information, contact person information, other Information, select the Kind of Payer and the Kind of Employer, then select the **Continue** button:

   a. If reports from last year exists, the system will display the Employer Information for the Wage Report <company name> page;
   b. If reports from last year do not exist, the system will display the Enter W-2 Information page.


Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout
Forms W-2/W-3 Online
Steps: 1 Employer Information 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 Save PDF
1 Employer Information for this Wage Report
Fields marked with an asterisk (*) MUST be completed.
Enter/Review Employer Information for this Wage Report
Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate IRS employer tax return form.
* Employer Name:
* EIN:
* Country: United States
Address Line 1 (Apt, Floor, Bldg., etc.):
Address Line 2 (Street Address or PO Box):
* City:
* State Abbreviation (for U.S.)/Province:
* ZIP/Postal Code:
ZIP Ext. (U.S. only):
Contact Person for this Submission
*Name: DQTV TEST
*E-mail:
*Phone: Ext:
Fax:
Contact Person for this Employer
*Name:
E-mail:
*Phone: Ext:
Fax:
Other Information
Please fill in the following if they apply to you (these are generally uncommon).
Other EIN Used this Year for this Employer:
Establishment Number:
W-3 Control ID:
Kind of Payer
Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.
* Kind of Payer:
Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.
941 (Regular)
Household Employer
943 (Agriculture)
944 (Regular)
CT-1 (Railroad)
Medicare Government Employer (For Government Employers only)
Military
Kind of Employer
Select the Kind of Employer that best describes your situation.
* Kind of Employer:
Federal Government
Tax Exempt Employer (501c Non-Govt)
State and Local Governmental Employer (State/Local Non-501c)
State and Local Tax Exempt Employer (State/Local 501c)
None Apply
Third-party Sick Pay
Cancel
Continue >>
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

4.1 On the Employer Information for this Wage Report <company name> page:

a. If the user chooses to use the reports from last year, select a WFID. The system displays the W-2(s) Available for WFID <WFID> <company name> page.
b. If the user does not choose to use the reports from last year, select the **Continue** button. The system displays the Enter W-2 Information page.
c. Select the **Cancel** button to return to the EWR homepage.

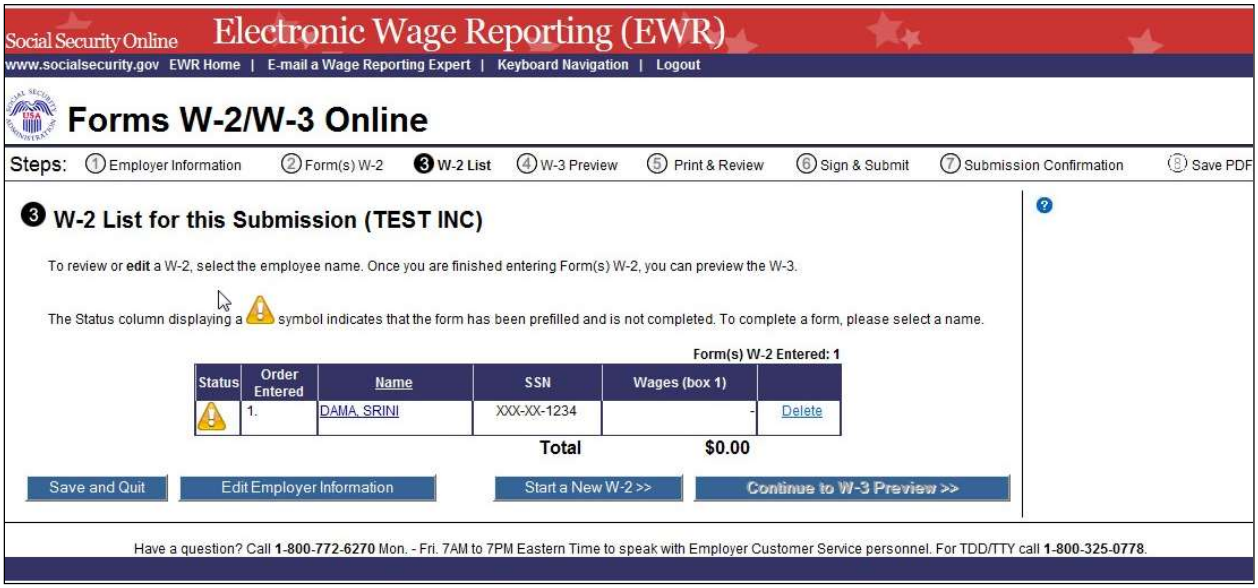


4.2 On the W-2(s) Available for WFID <WFID> <company name> page.

a. Select W-2(s) for prefilling this year's W-2(s), and then select the Continue button. The system displays the W-2 List for this Submission <company name> page.
b. Select the Previous button to return to the Employer Information for this Wage Report <company name> page.
c. Select the Cancel button to return to the EWR homepage.

4.3 On the W-2 List for this Submission <company name> page:

The Status column displaying a ⚠ symbol indicates that the form has been prefilled but has not met the system's minimum requirements for the W-2 Forms. To meet the system's minimum requirements for the W-2 Forms, select a name, the system will display the Enter W-2 Information page.



5. On the Enter W-2 Information page:

   a. Enter employee's data. There should be at least one money value (greater than $0.00) entered in Boxes 1 through 7 or 10 through 12.

   b. Select the **Save and Create a New W-2** button to save this W-2 information and create a new W-2. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.

   c. Select the **Save and Go to Next W-2** button to save this W-2 information and edit next W-2 on the W-2 List for this Submission page. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.

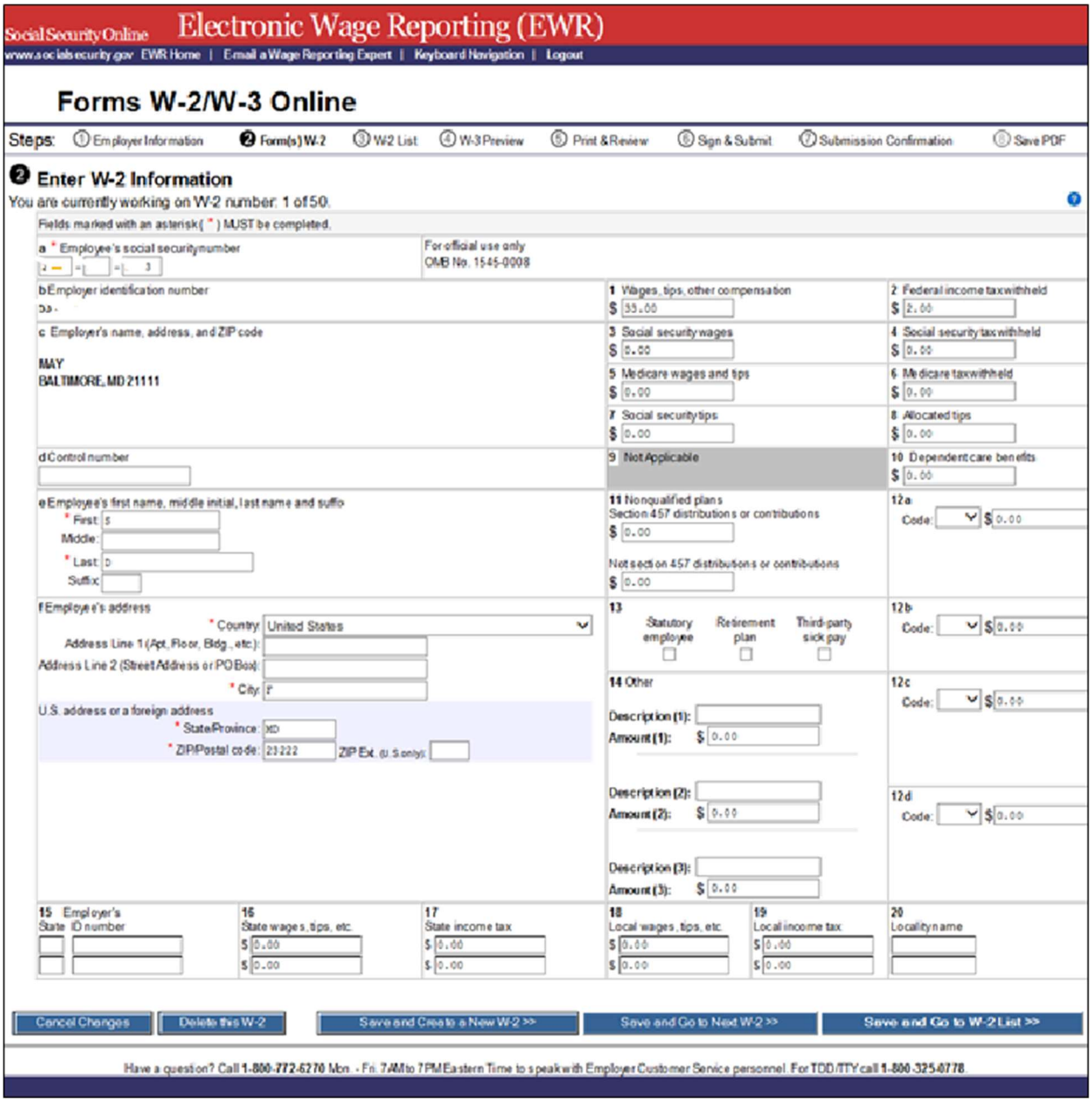
   d. Select the **Save and Go to W-2 List** button when you finish creating or editing the W-2 Forms. The system displays the W-2 List for this Submission page.

      Note:

      i. *You can enter a maximum of fifty W-2 Forms. The number of the current W-2 is displayed at the top of the "Enter W-2 Information" page. After entering your fiftieth W-2, the system will no longer display the* ***Save and Create a New W-2*** *button.*

   e. Select the **Cancel Changes** button to discard changes made to this W-2. The system displays the W-2 List for this Submission page.

f. Select the **Delete this W-2** button: If the form has been saved previously, the system will display the "Are you sure you want to delete this W-2" page; If the form has not been saved previously, the system will display the "W-2 List for this Submission" page.



6. On the W-2 List for this Submission page:

a Once the W-2 Form meets the system's minimum data requirement, the Status column will display a symbol instead of the symbol.

b Select a name to view and edit the W-2 data.

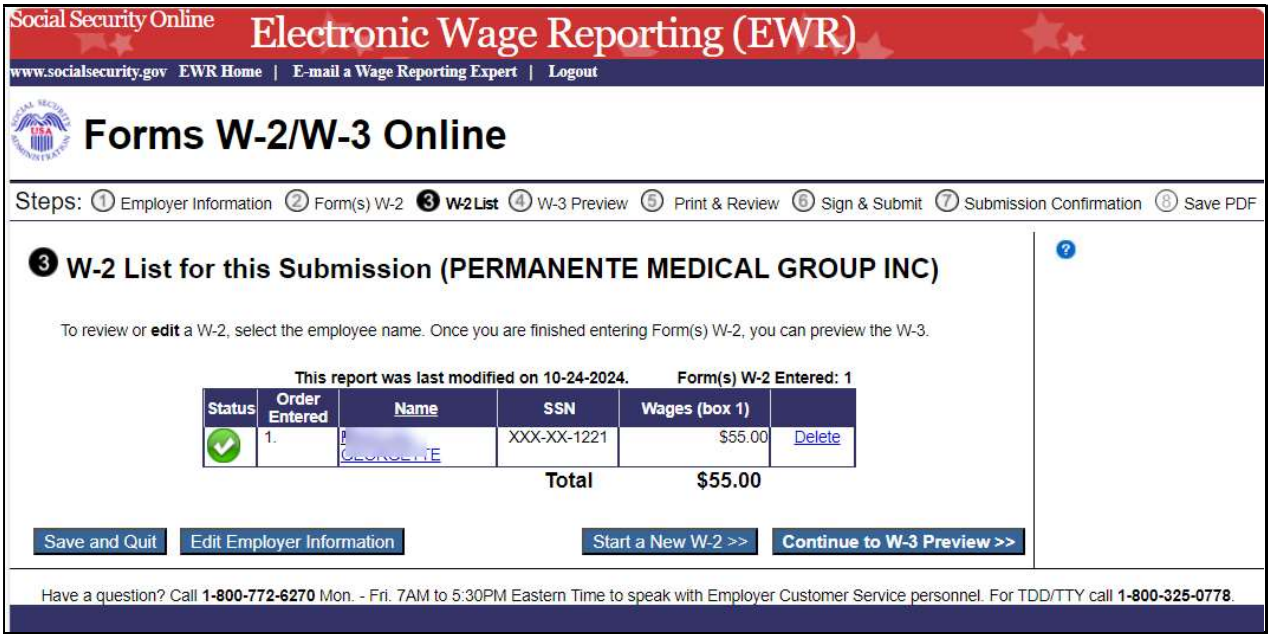
c Select the **Delete** link to delete the W-2. When you select the delete link, "Are you sure you want to delete this W-2" page will be displayed.

d Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA" page will be displayed.

e Select the **Edit Employer Information** button. The system displays the Employer Information for this Wage Report page.

f Select the **Start a New W-2** button. The system displays the Enter W-2 Information page.

g Select the **Continue to W-3 Preview** button. The system displays the W-3 Preview for this Submission page. If one of the prefilled forms has not met the system's minimum data requirement, the **Continue to W-3 Preview** button will not be active.



7. On the W-3 Preview for this Submission page:

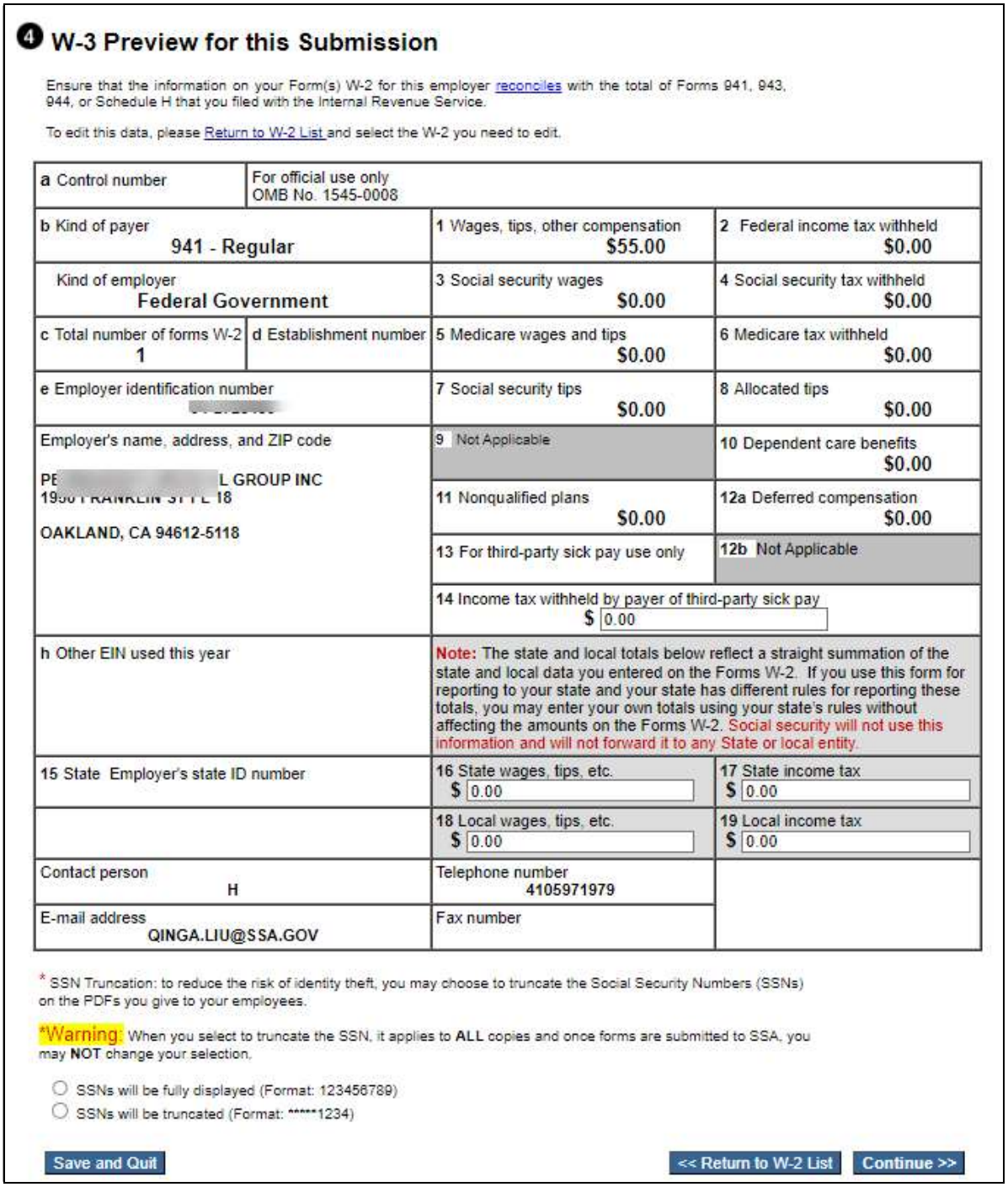
a. The totals displayed in Boxes 16, 17, 18, and 19 are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals and select the **I Agree** check box to continue. This information will not be used by SSA, nor will it be forwarded to any state or local entity.

b. SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees by selecting the check box labeled "SSNs will be truncated (Format *****1234); if you choose not to truncate the SSNs, select the check box labeled "SSNs will be fully displayed (Format 123456789)". Once the Forms are submitted to SSA, you may not change your selection.

c. Select the **Continue** button. The system displays the "Print Unsubmitted Form(s) W-2/W-3 for Review" page.

d. Select the **Return to W-2 List** button. The system displays the "W-2 List for this Submission" page.

e. Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA" page will be displayed.



❹ W-3 Preview for this Submission

Ensure that the information on your Form(s) W-2 for this employer reconciles with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please Return to W-2 List and select the W-2 you need to edit.

a Control number	For official use only OMB No. 1545-0008		
b Kind of payer 941 - Regular		1 Wages, tips, other compensation $55.00	2 Federal income tax withheld $0.00
Kind of employer Federal Government		3 Social security wages $0.00	4 Social security tax withheld $0.00
c Total number of forms W-2 1	d Establishment number	5 Medicare wages and tips $0.00	6 Medicare tax withheld $0.00
e Employer identification number [redacted]		7 Social security tips $0.00	8 Allocated tips $0.00
Employer's name, address, and ZIP code PE[redacted]L GROUP INC 19[redacted]18 OAKLAND, CA 94612-5118		9 Not Applicable	10 Dependent care benefits $0.00
		11 Nonqualified plans $0.00	12a Deferred compensation $0.00
		13 For third-party sick pay use only	12b Not Applicable
		14 Income tax withheld by payer of third-party sick pay $ 0.00	
h Other EIN used this year		Note: The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity.	
15 State Employer's state ID number		16 State wages, tips, etc. $ 0.00	17 State income tax $ 0.00
		18 Local wages, tips, etc. $ 0.00	19 Local income tax $ 0.00
Contact person H		Telephone number 4105971979	
E-mail address QINGA.LIU@SSA.GOV		Fax number	

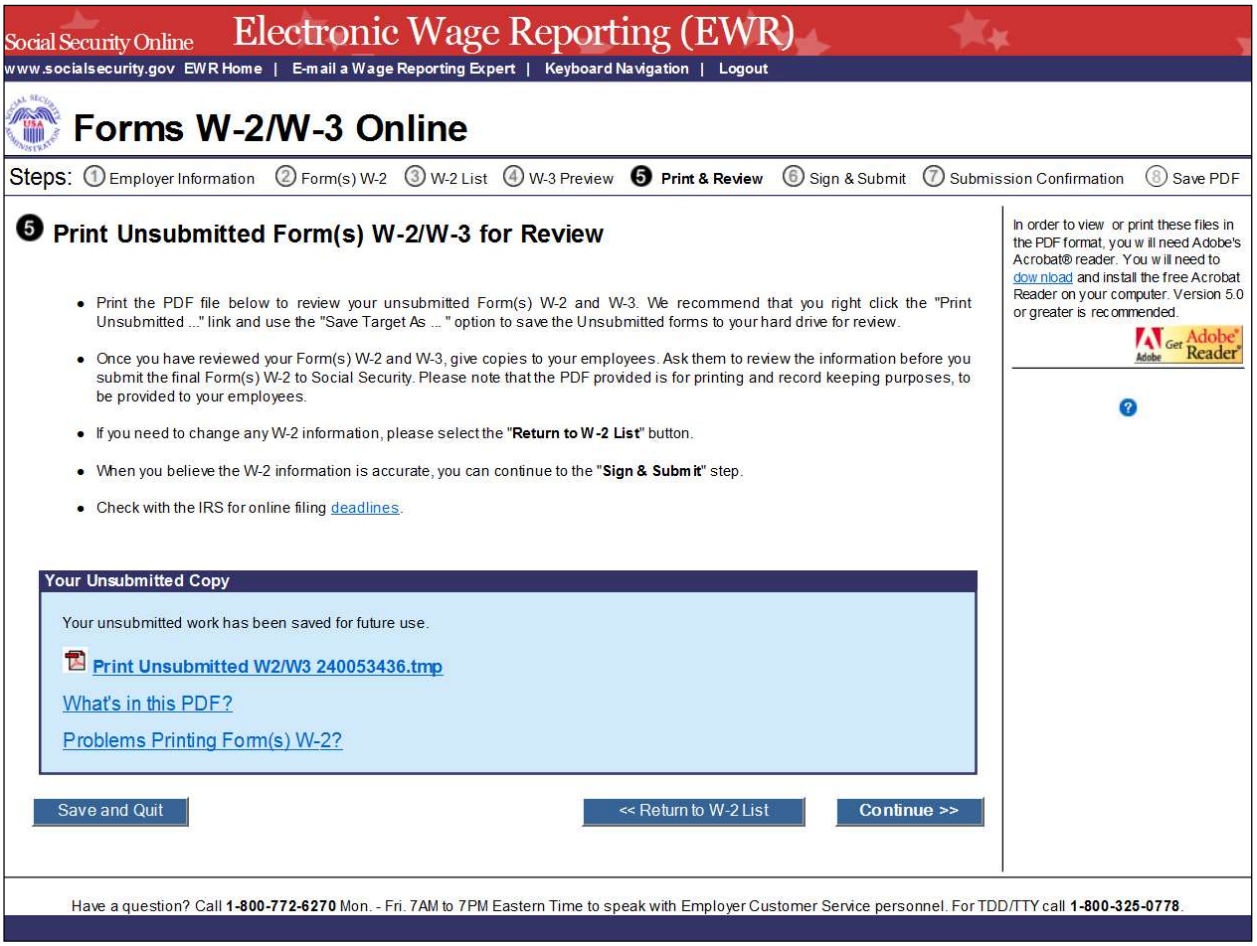
* SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees.

*Warning: When you select to truncate the SSN, it applies to **ALL** copies and once forms are submitted to SSA, you may **NOT** change your selection.

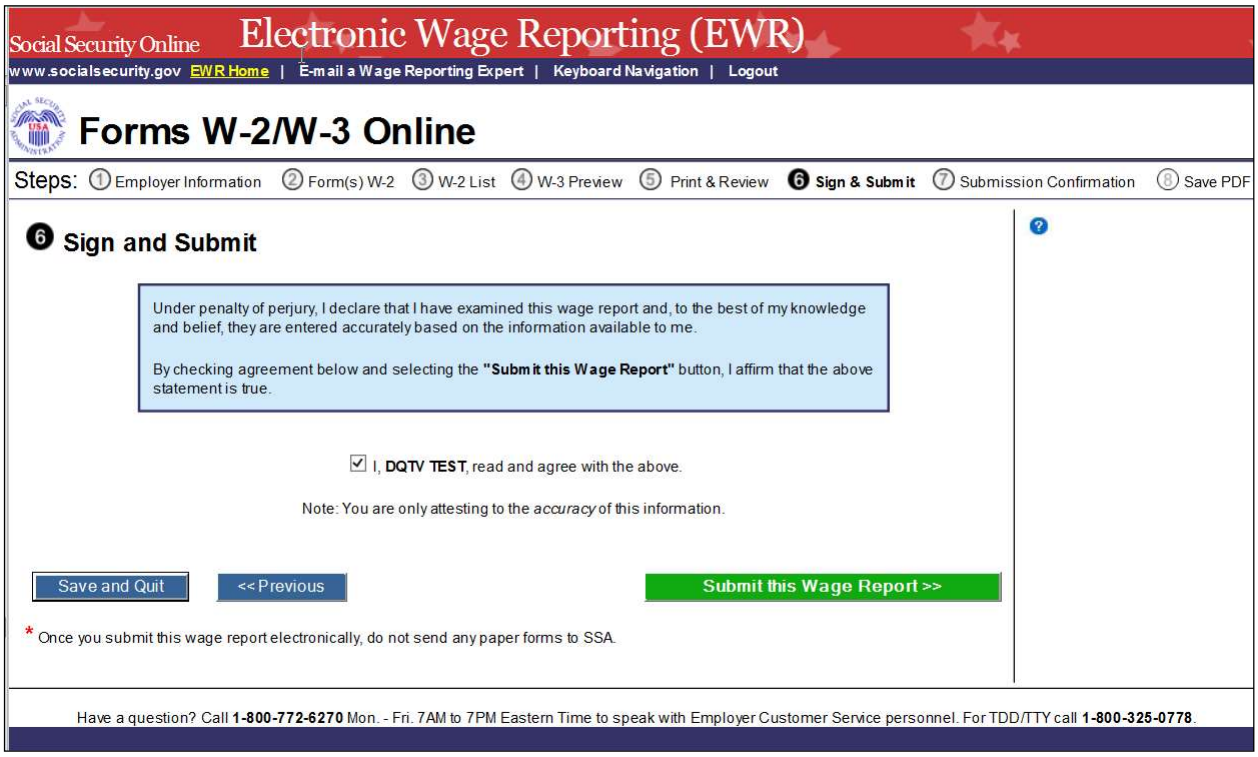
- ○ SSNs will be fully displayed (Format: 123456789)
- ○ SSNs will be truncated (Format: *****1234)

Save and Quit << Return to W-2 List Continue >>

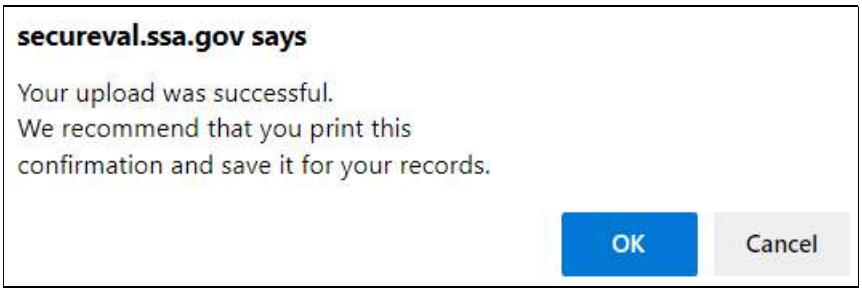
8. On the Print Unsubmitted Form(s) W-2/W-3 for Review page:
   a Select the **Continue** button. The system will display the Sign and Submit page.
   b Select the **Return to W-2 List** button. The system displays the W-2 List for this Submission page.
   c Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA" page will be displayed.



9. On the Sign and Submit page:
   a Select the check box to attest to the accuracy of the report and select the **Submit this Wage Report** button to submit your wage report. The system displays the "Confirmation Receipt - Your W-2/W-3 File Was Received" page with a pop-up window.
   b Select the **Save and Quit** button to exit W-2 Online without submitting your wage report correction to SSA. When you select this button, "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA" page will be displayed.
   c Select the **Previous** button to return to the "Print Unsubmitted Form(s) W-2 for Review" page.



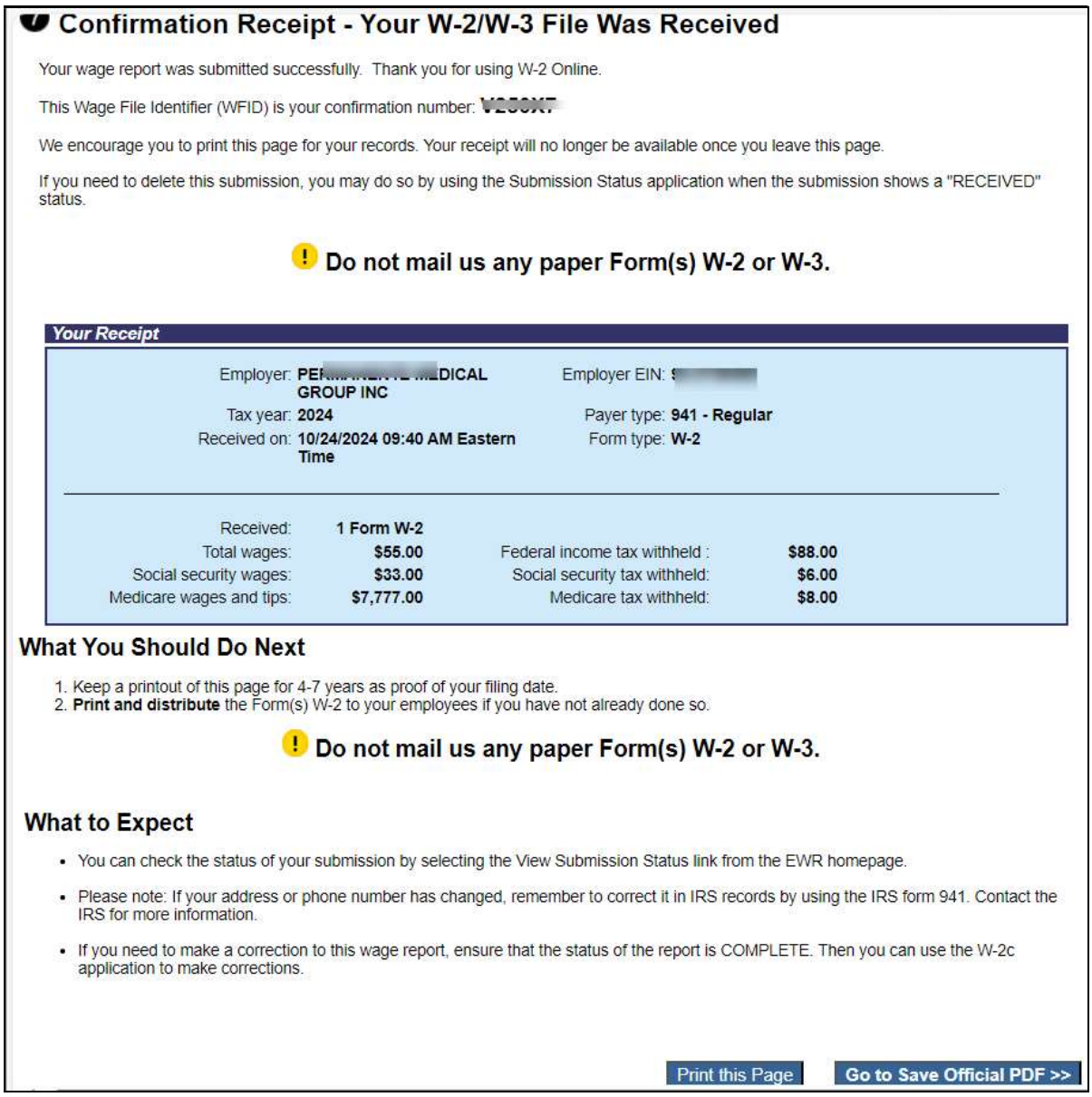
10. On the pop-up window:
    a Select the **OK** button to print the "Confirmation Receipt - Your W-2/W-3 File Was Received" page.
    b Select the **Cancel** button to close the pop-up window.



11. On the Confirmation Receipt – Your W-2/W-3 File Was Received page:
    a. Select the **Print this Page** button to print the "Confirmation Receipt" page.
    b. Select the **Go to Save Official PDF** button. The system displays the Save PDF page.

    Note:

    Your wage file will be available for you to review under your BSO account until the date displayed on your "Save PDF" page.



Confirmation Receipt - Your W-2/W-3 File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: [redacted]

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

Do not mail us any paper Form(s) W-2 or W-3.

Your Receipt

Employer:	[redacted] GROUP INC	Employer EIN:	[redacted]
Tax year:	2024	Payer type:	941 - Regular
Received on:	10/24/2024 09:40 AM Eastern Time	Form type:	W-2

Received:	1 Form W-2		
Total wages:	$55.00	Federal income tax withheld :	$88.00
Social security wages:	$33.00	Social security tax withheld:	$6.00
Medicare wages and tips:	$7,777.00	Medicare tax withheld:	$8.00

What You Should Do Next

1. Keep a printout of this page for 4-7 years as proof of your filing date.
2. **Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

Do not mail us any paper Form(s) W-2 or W-3.

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Print this Page | Go to Save Official PDF >>

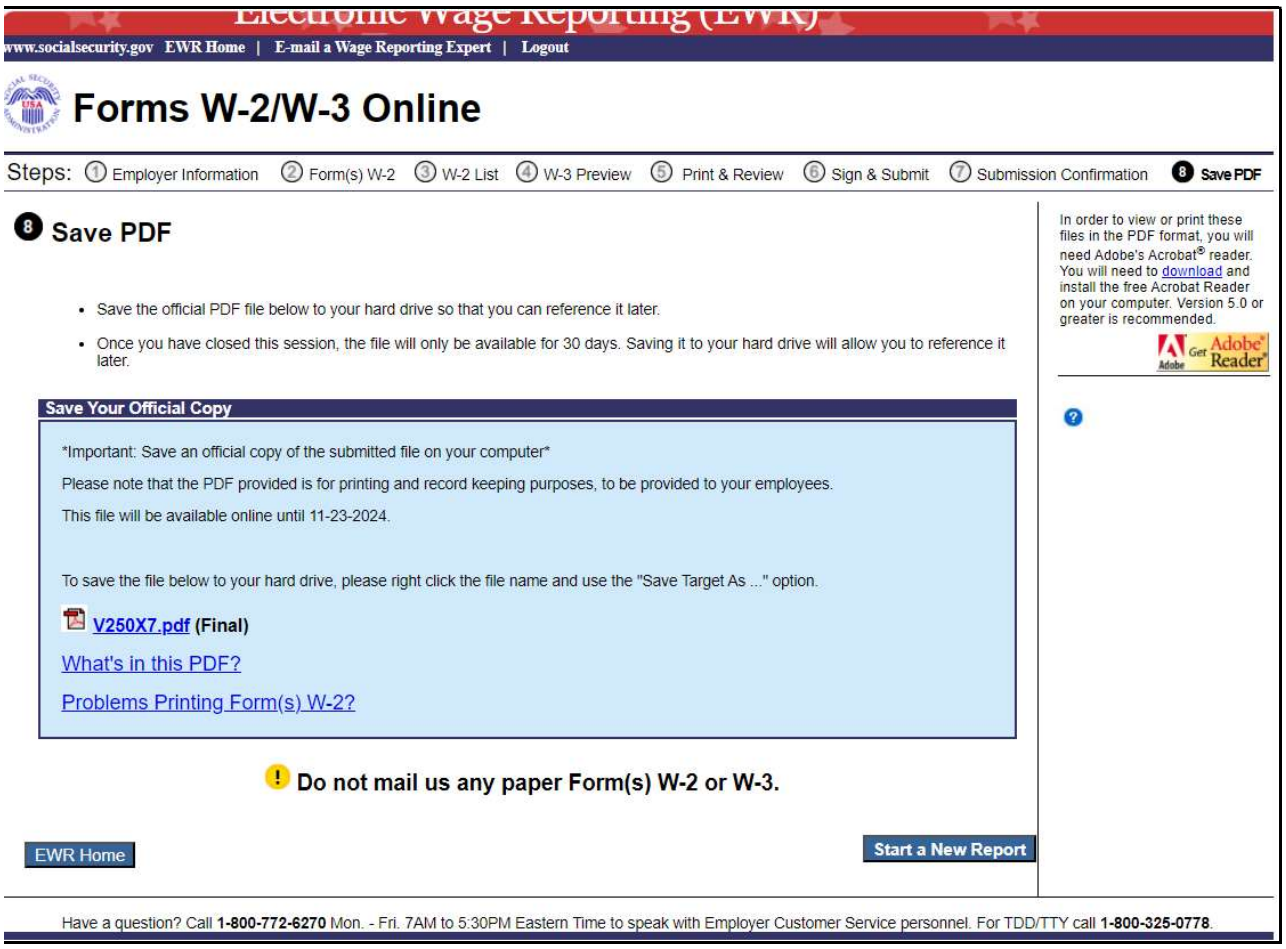
12. On the Save PDF page:

    a. Right click the file name (<filename.pdf>) to view or save the submitted report.

    b. Select the **Start a New Report** button. The system displays the "Before You Create Your Form(s) W-2/W-3" page.

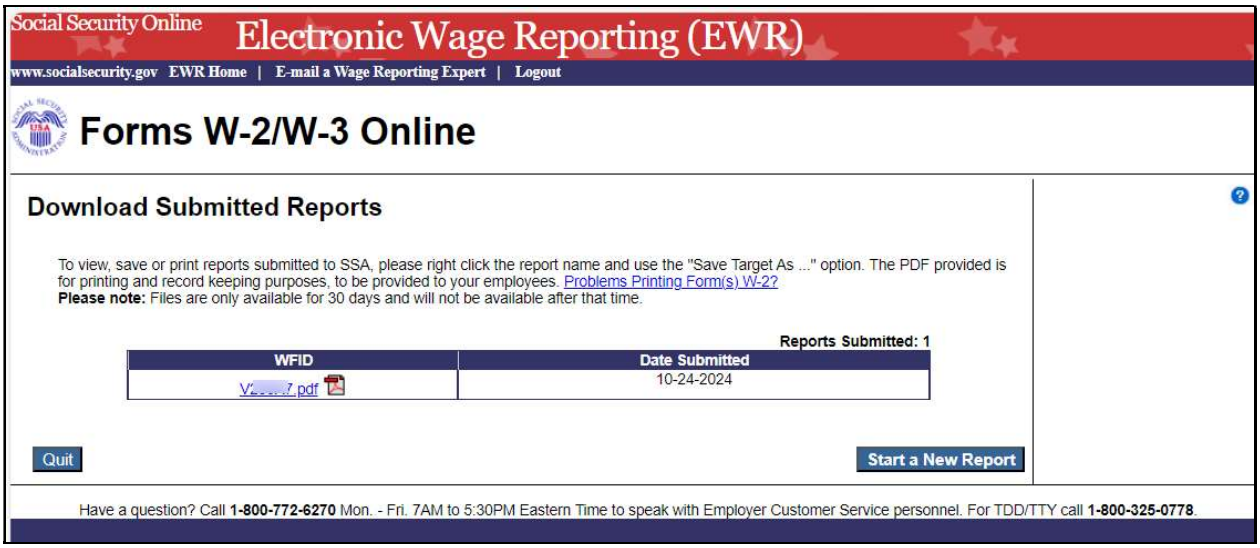
    c. Select the **View Unsubmitted Reports** button. The system displays the Unsubmitted Reports page.

    d. Select the **EWR Home** button to go to the EWR homepage.


Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Logout
Forms W-2/W-3 Online
Steps: 1 Employer Information 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 Save PDF
8 Save PDF
• Save the official PDF file below to your hard drive so that you can reference it later.
• Once you have closed this session, the file will only be available for 30 days. Saving it to your hard drive will allow you to reference it later.
In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to download and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.
Get Adobe Reader
Save Your Official Copy
Important: Save an official copy of the submitted file on your computer
Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
This file will be available online until 11-23-2024.
To save the file below to your hard drive, please right click the file name and use the "Save Target As ..." option.
V250X7.pdf (Final)
What's in this PDF?
Problems Printing Form(s) W-2?
Do not mail us any paper Form(s) W-2 or W-3.
EWR Home
Start a New Report
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

2.0 Download Submitted Reports

1. Select the **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** link under the Forms W-2/W-3 Online tab on EWR home page. The system displays the "Download Submitted Reports" page.



2. Right-click the WFID link on the "Download Submitted Reports" page to display a menu including the following options:

   a Select **Save Target As** to download the file onto your computer.
   b Select **Open in New Window** to view the file.

   Note:

   Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at adobe website.

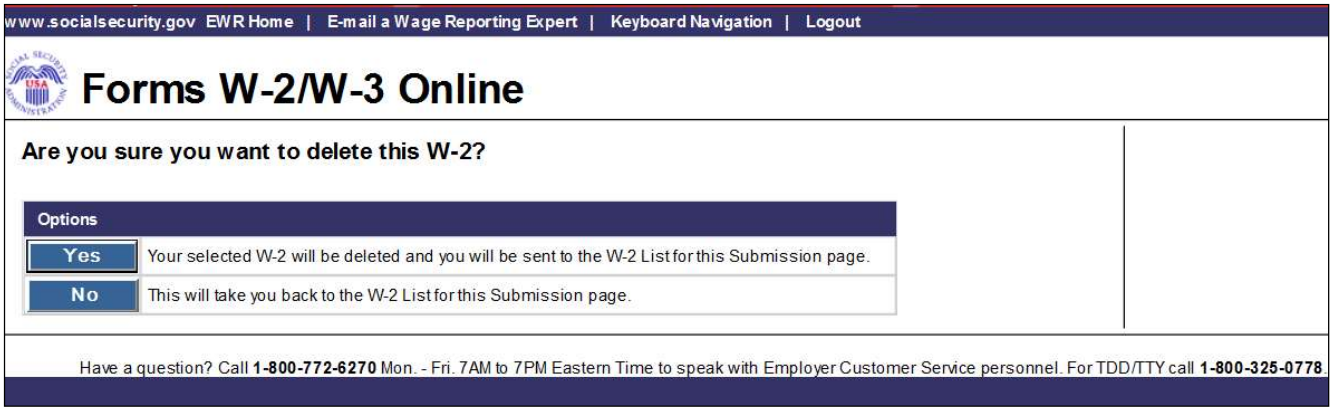
   If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.

   c. Select the **Quit** button to return to the EWR homepage.
   d. Select the **Start a New Report** button to proceed to the "Before You Create Your Form(s) W-2/W-3" page.

3.0 Other Pages

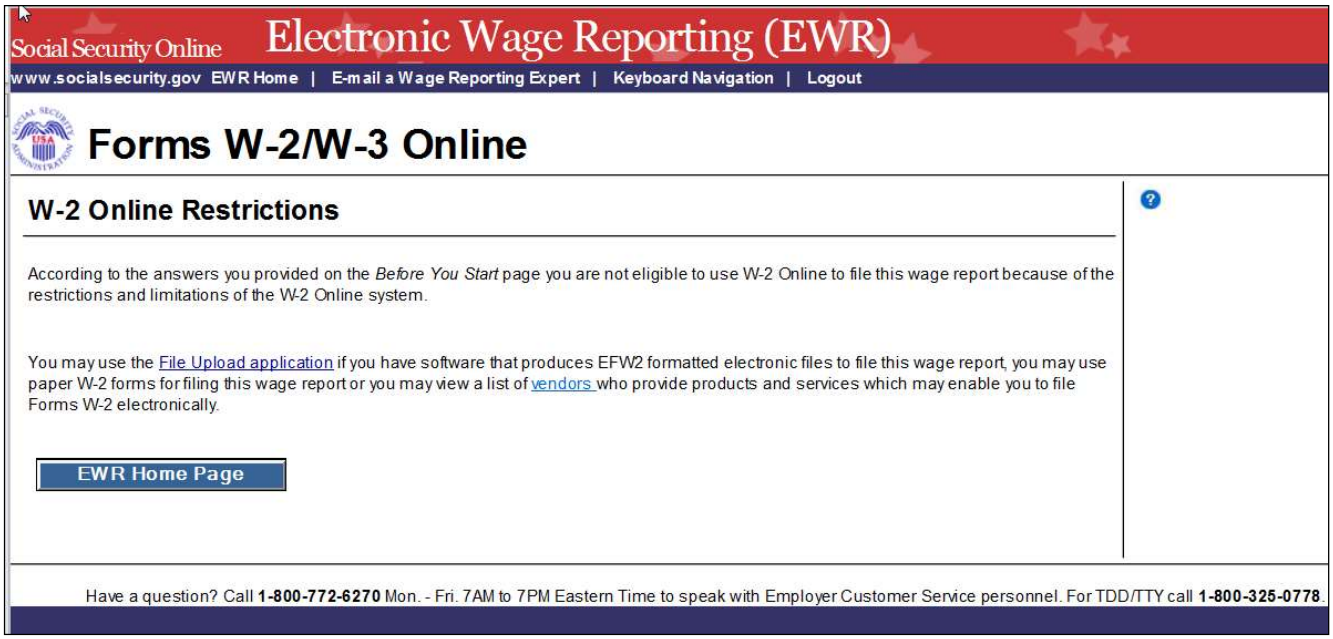
3.1 Are You Sure You Want to Delete This W-2 Page

If a user selects the **Delete This W-2** button on the "Enter W-2 Information" page, or the **Delete** link on the "W-2 List for this Submission" page, the system will display the "Are you sure you want to delete this W-2" page.



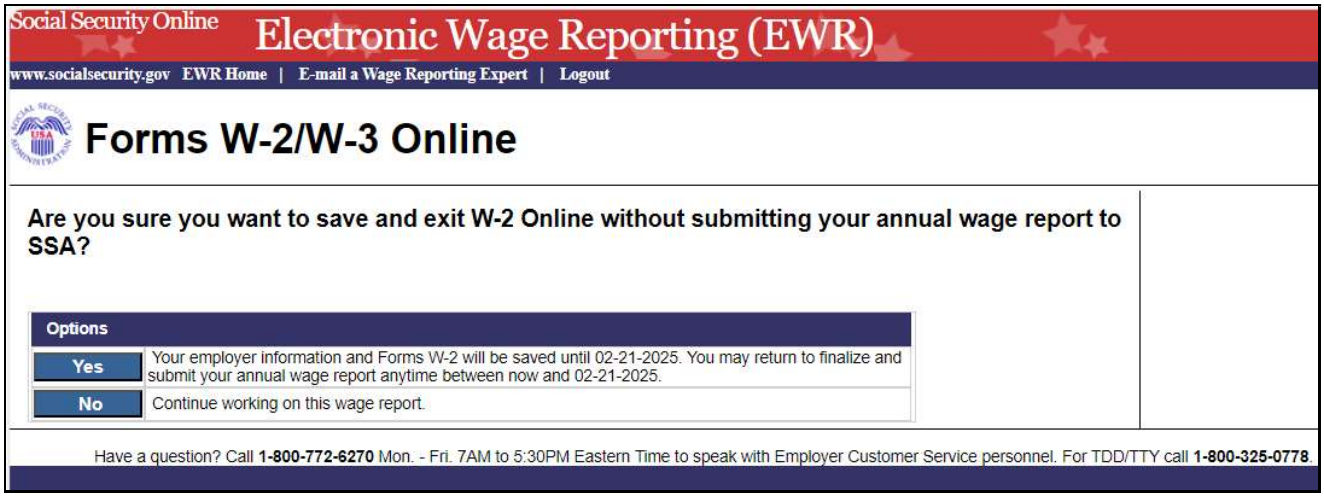
3.2 W-2 Online Restrictions Page

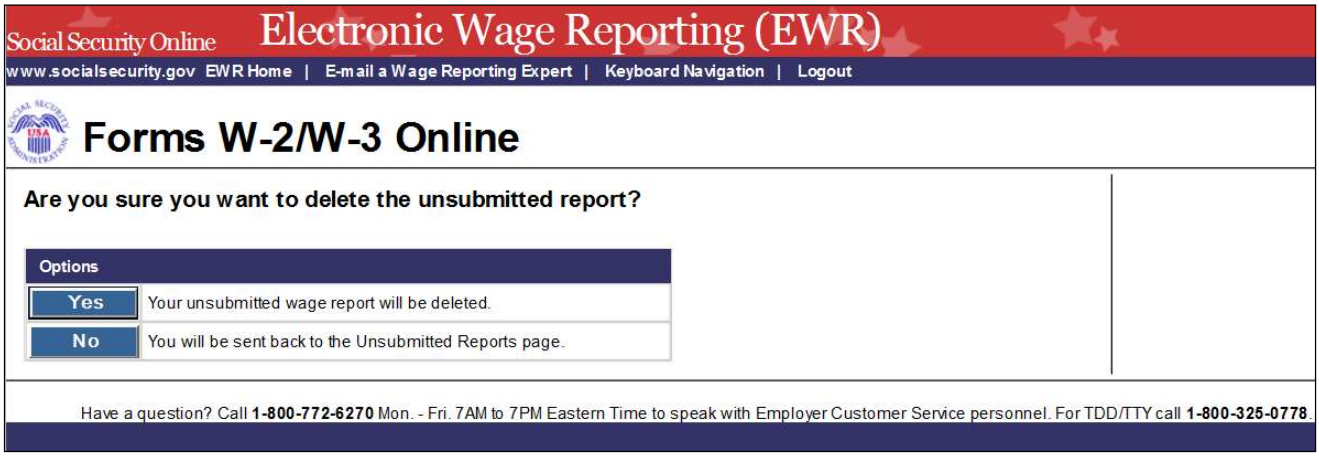
Users can access "W-2 Online Restrictions" page by selecting the **Continue** button on the "Before You Create Your Form(s) W-2/W-3" page when the check box "Yes, one or more of these situations apply to this wage report" is selected.



3.3 Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA? Page

If a user selects the **Save and Quit** button on the "W-2 List for this Submission (ABC Limited)" page, "W-3 Preview for this Submission" page, the "Print Unsubmitted Form(s) W-2/W-3 for Review" page or the "Sign and Submit" page, the system will display the "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA" page.



3.4 Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects **Delete** button on the "Unsubmitted Reports" page, the system will display the "Are you sure you want to delete the Unsubmitted Report" page.