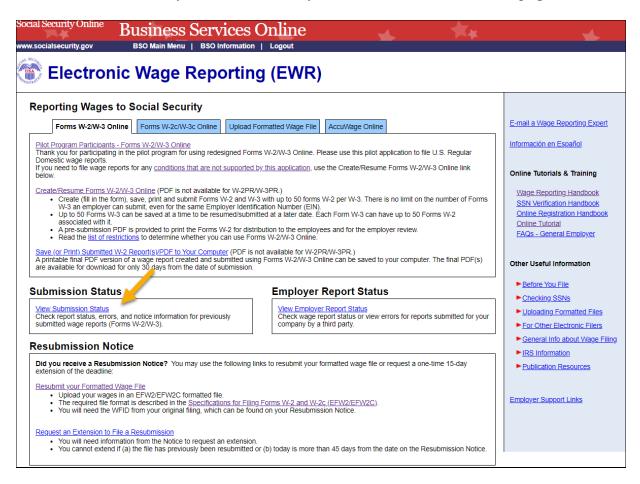
# Tax Year 2025 Submission Status Tutorial

Submission Status allows submitters to view the submission status, resubmission notice, errors, and detail submission information. If you would like to view report level information submitted on your behalf by a third party, use the Employer Report Status application. See the Employer Report Status Tutorial for more information.

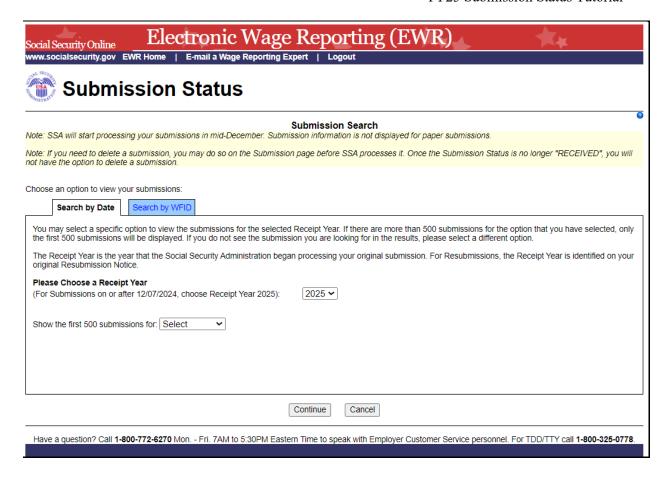
# 1.0 Primary Pages

1. On the Electronic Wage Reporting (EWR) home page, select the **View Submission Status** link in the Submission Status section. The system displays the "Submission Search" page.

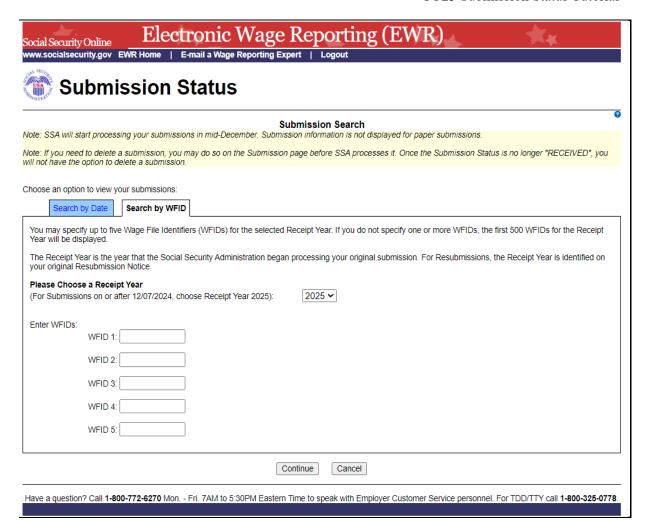
See "Access EWR Suite of Services Tutorial" for how to access the EWR homepage.



- 2. On the Submission Search page, you can search a submission by Date or by WFID.
  - a. **SEARCH BY DATE:** Search by Date is a default tab. Select a Receipt Year and a submission date range, then select **Continue** button to go to the Search Results page. If there are no submissions matching the date range selected, the system displays the Search Results page with a message.



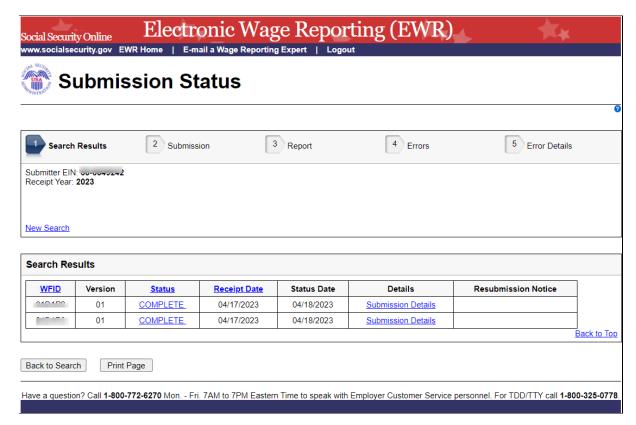
b. **SEARCH BY WFID:** Select the Search by WFID tab, then select a Receipt Year and enter WFIDs. If there are no submissions matching the WFIDs entered, the system displays the Search Results page with a message. If you do not enter the WFIDs, the system displays all of the WFIDs for the selected Receipt Year.

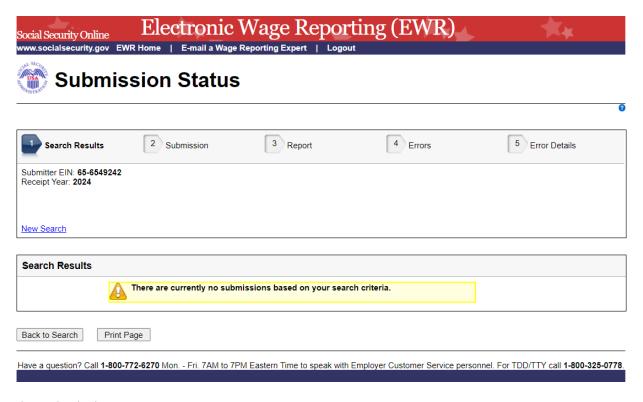


## 3. On the Search Results page:

- a. The Submission Status is displayed in the Status column. The possible submission statuses are: RECEIVED, IN PROCESS, COMPLETE, RETURN, DELETE, and DUPLICATE.
- b. Select the column header WFID, Status or Receipt Date to sort submissions accordingly.
- c. Select the actual status to see an <u>Explanation of Processing Status Code</u>.
- d. Select the **Submission Details** link in the Details column to see the "Submission" page. If the status is "RECEIVED", the system displays the <u>Submission page with a Delete This Submission button</u>; if the status is "DELETE", the system displays the <u>Submission page with Overview and Current Status sections</u>; if submission level error exists, the system displays the <u>Submission page with submission error</u>.

- e. If Resubmission Notice exists, select the **View Notice** link in the Resubmission Notice column to see the Resubmission Notice.
- f. Select the **Back to Search** button to return to the Submission Search page.
- g. Select the **Print Page** button to print the Search Results page.





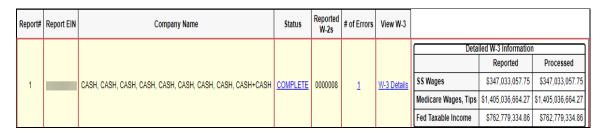
## 4. On the Submission page:

- a. Select any link in the Reports section to go to the Report page.
- b. Select **Search Results** link or the **Back to Search Results** button to return to the Search Results page.
- c. Select the **Print Page** button to print the Submission Details page.



## 5. On the Report page:

- a. Select one of the filter radio buttons to filter the total reports accordingly. The report table will be refreshed.
- b. Select the specific status link in the Status column to see an <u>Explanation of Processing Status Code</u>.
- c. If the report has errors, select the # of Errors link to go to the Errors page.
- d. Select the **W-3 Details** (or **W-3c Details**) link to view Detailed W-3 Information (or W-3c Information). See the screenshot below:



- e. Select the **Submission** link or the **Back to Submission** button to return to the Submission Details page.
- f. Select the **Print Page** button to print the "Report" page.



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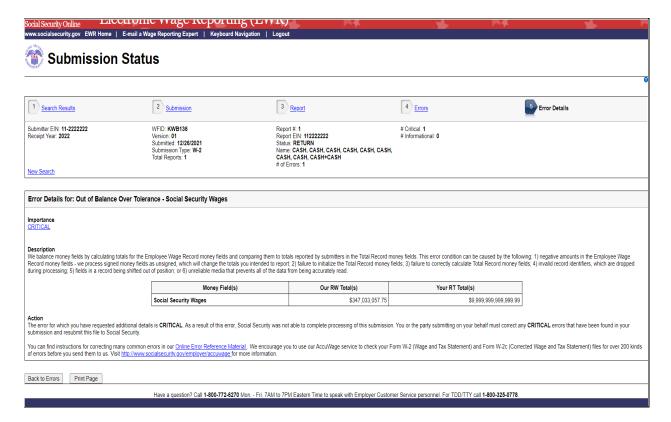
## 6. On the Errors page:

- a. Select the **Importance** link to see an <u>Explanation of the Error Importance</u>.
- b. Select the Error Details link to go to the "Error Details" page.
- c. Select the **Report** link or the **Back to Report** button to return to the "Report" page.
- d. Select the **Print Page** button to print the "Errors" page.



## 7. On the Error Details page:

- a. Select the **Importance** link to see an explanation of the Action that you may need to take.
- b. Select the <u>Online Error Reference Material</u> link to see Employer W-2 Filing Instructions & Information.
- c. Select the <a href="http://www.socialsecurity.gov/employer/accuwage">http://www.socialsecurity.gov/employer/accuwage</a> link to see AccuWage Information and Software.
- d. Select the **Errors** link or the **Back to Errors** button to return to the Errors page.
- e. Select the **Print Page** button to print the "Error Details" page.



# 2.0 Secondary Pages

# 2.1 Explanation of Processing Status Code (Submission Status) Page

Users can access this page by selecting the specific status link in the Submission Status column or the Report Status column on any error page. Here is an example of "RECEIVED".



# 2.2 Explanation of Error Importance Page

Users can access this page by selecting either **CRITICAL** link or **INFORMATIONAL** link in the Importance column on any error page. Here is an example of "INFORMATIONAL" error.

#### **Explanation of Error Importance**

You have requested information about INFORMATIONAL errors.

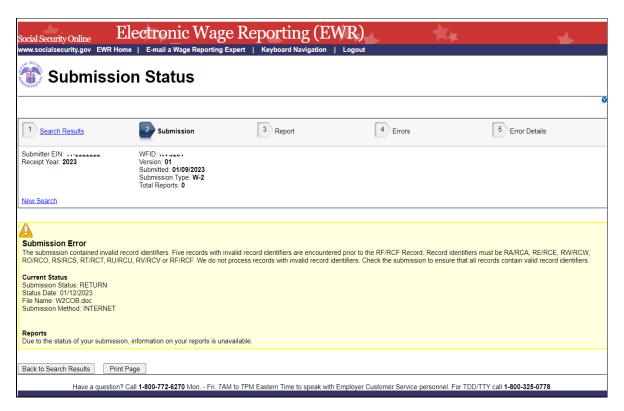
The error listed is **INFORMATIONAL** and in most instances requires no further action. This means that Social Security was able to complete processing of your submission.

However, if you received an Employer Correction Request letter (EDCOR), then you should read the information under the <u>Description</u> heading and provide corrections by submitting a Form W-2c. Additional resources are available on the Employer Correction Request landing page at <a href="https://www.ssa.gov/employer/notices.html">www.ssa.gov/employer/notices.html</a>.

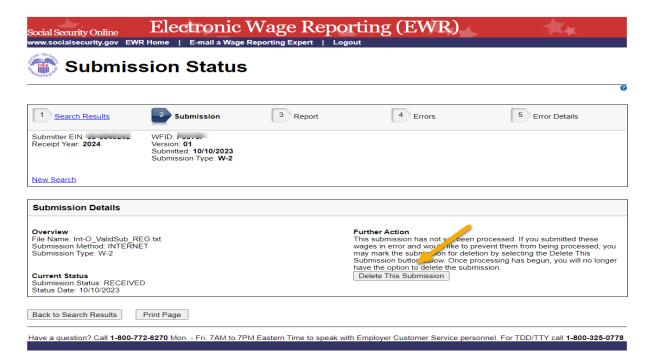
You can find instructions for correcting many common errors in our Online Error Reference Material. We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit <a href="http://www.socialsecurity.gov/employer/accuwage">http://www.socialsecurity.gov/employer/accuwage</a> for more information.

## 2.3 Submission (with Error) Page

The "Submission (with error)" page displays any errors at the submission level.



# 2.4 Submission (when status is "RECEIVED") Page



# 2.5 Submission (when status is "DELETE") Page



## 2.6 Resubmission Notice Page

Select the **View Notice** link on the Search Results page. The system displays the Resubmission Notice page.

#### Resubmission Notice

Date: 2023-12-26

Filing Method: |NTERNET | WFID: KWB136 - 01 Receipt Year: 2024 | Notice |D: \*0000900348\*

We are unable to process your Form W-2 file,

#### WHAT YOU NEED TO DO

#### STEP 1

Please visit the Business Services Online (BSO) website at <a href="http://www.socialsecurity.gov/bso/bsowelcome.htm">http://www.socialsecurity.gov/bso/bsowelcome.htm</a> to log in and view your error information. <a href="http://www.socialsecurity.gov/employer/bsohbnew.htm">http://www.socialsecurity.gov/employer/bsohbnew.htm</a> to view the BSO Electronic W-2/W-2c Filing Handbook.

All users must start at the "Employers" box to begin.

#### **Existing BSO Users**

Select "Log in", then choose one of the following options:

- · Login gov account
- ID,me account
- · Social Security username

#### New BSO Users

You may not file on behalf of another person and must use your own account.

If you do not have a Social Security online account, you will need one of the following:

- · Login gov account
- ID.me account

You will need to create an account at <a href="http://www.socialsecurity.gov/bso/bsowelcome.htm">http://www.socialsecurity.gov/bso/bsowelcome.htm</a> by selecting the "Create account" option. Once you have created an account, you will be able to obtain a BSO User ID and request "Employer Services".

If you need additional information on filing, correcting or resubmitting electronic wage reports, visit the BSO Electronic W-2/W-2c Filing User Handbook at <a href="http://www.socialsecurity.gov/employer/bsohbnew.htm">http://www.socialsecurity.gov/employer/bsohbnew.htm</a>,

#### STEP 2

Correct your file using your back-up copy of the file you originally sent us. See SSA Publication 42-007, Specifications for Filing Forms W-2 Electronically (EFW2) at <a href="http://www.socialsecurity.gov/employer/pub.htm">http://www.socialsecurity.gov/employer/pub.htm</a> for additional information, Note: Please DO NOT submit a W-2c formatted file to correct the errors in your original file. If you need help correcting your original file, call us toll free at 1-800-772-6270 (TTY 1-800-325-0778),

#### STEP 3

Use BSO to resubmit your corrected file to us within 45 days from the date of this notice, Be sure to indicate that it is a resubmission when prompted for information about your file, You

should keep a backup copy of the corrected file for your records. SSA will not be able to provide you with a copy of your filing if you need it in the future.

#### POSSIBLE PENALTIES

You must submit your corrected file within 45 days to receive credit for filing on the date we received your original submission. Otherwise, the Internal Revenue Service (IRS) may assess penalties. Visit <a href="http://www.irs.gov">http://www.irs.gov</a> to view the IRS penalty information in the General Instructions for Forms W-2 and W-3.

The deadline for initial electronic filing is the last day in January. It is the next business day if this day falls on a Saturday, Sunday, or legal holiday.

#### WAGE REPORTING SERVICES ON THE INTERNET

#### EMPLOYER FILING INFORMATION

Please visit our employer website at <a href="http://www.socialsecurity.gov/employer">http://www.socialsecurity.gov/employer</a> for many resources including registration information, forms, publications, Frequently Asked Questions (FAQs), contact information, news, and much more.

#### ACCUWAGE ONLINE

We encourage you to use our AccuWage Online service to check your Form W-2 (Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit <a href="http://www.socialsecurity.gov/employer/accuwage">http://www.socialsecurity.gov/employer/accuwage</a> for more information.

## VERIFYING SOCIAL SECURITY NUMBERS

We offer a free service that lets you verify your employees' Social Security numbers, Visit http://www.socialsecurity.gov/employer/ssnv.htm for more information.

#### IF YOU HAVE QUESTIONS

If you have questions, please:

- Visit our website at http://www,socialsecurity.gov/employer
- Send an email to employerinfo@ssa,gov
- Call us toll free at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a,m, and 7:00 p,m,, Eastern Time, Monday through Friday

Email transmissions are not secure. We do not send personal or sensitive information using email. Please do not send personal or sensitive information in your emails to us.

### Suspect Social Security Fraud?

If you suspect Social Security fraud, please visit <a href="http://oig.ssa.gov/report">http://oig.ssa.gov/report</a> or call the Inspector General's Fraud Hotline at 1–800-269-0271 (TTY 1–866-501-2101).

Social Security Administration

Back to Search Results

Print Page