



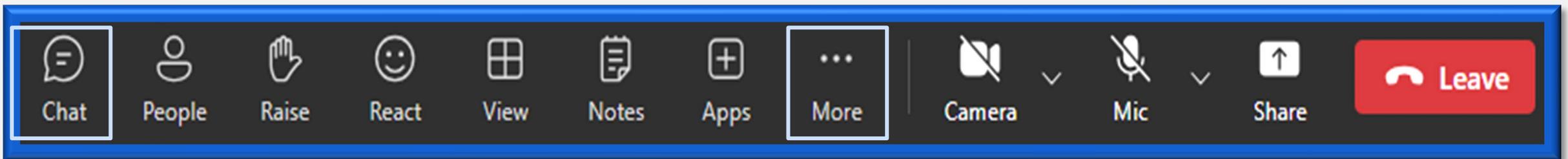
# Electronic Filing With Business Services Online Webinar



# Housekeeping

Use the 'Chat' window for questions or comments.

Select 'More' for captions.



# Today's Topic

Electronic Filing Using:

- Wage File Upload
- W-2 Online



# Benefits Of Filing Electronically

- W-2s are processed faster.
- Free and secure.
- Instant confirmation of receipt.
- Immediate error notification.

**Note: January 31, 2025**, is the filing deadline for *both* electronic and paper W-2 forms.



# 3 Ways To File Electronically

1. Wage File Upload – Upload EFW2/EFW2C formatted wage files.
2. W-2 Online – Create, save, resume, print, and submit up to 50 Forms W-2 per report.  
  
W-2c Online – Create, save, resume, print, and submit up to 25 Forms W-2c per report.
3. You also have the option to use a 3rd party to submit W-2 forms electronically on your behalf.

# BSO Application Availability

## **Business Services Online (BSO)**

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### Application Hours of Availability

Monday - Friday: 4:15 AM - 1 AM ET

Saturday: 5 AM - 11 PM ET

Sunday: 8 AM - 11:30 PM ET

# Where to Begin

Social Security

Benefits ▾ Medicare ▾ Card & record ▾

ES Español

Account

Home BSO Access and Registration W-2 Filing Verify SSNs Reconciliation What's New 2024 Taxpayer First Act

## Employer W-2 Filing Instructions & Information

### Register to Use Business Services Online

You must register to use Business Services Online – Social Security’s suite of services that allows you to file W-2/W-2Cs online and verify your employees’ names and Social Security numbers against our records.

#### Quick Reference Guides

- [BSO Authentication is Transitioning](#)
- [Helpful Tips](#)

**Business Services Online**

By selecting this link, you can:

- Log In
- Register or;
- Complete Phone Registration



[Create an account with Login.gov](#)

Sign in with LOGIN.GOV

Sign in with ID.me

Sign in with Social Security Username

For accounts created *before* September 18, 2021

[Sign in Help and Support](#)

[External Site Disclaimer](#)



## Employers

For employers and businesses to:

- Report wages.
- View submission and report status.
- Act on resubmission notices.
- Verify Social Security numbers.

[Sign in](#)  
[Create account](#)  
[Employer information](#)  
[Customer support for wage reporting](#)  
For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

[Employer W-2 Filing Instructions & Information](#)

[BSO Homepage](#)

# Sign In Options

- You do not need to create a new ID.me or Login.gov credential specifically for Social Security.
- If you do not have a Social Security online account or a Login.gov or ID.me credential, you will need to create one.
- Personal information is required for both business and personal accounts.

 [Create an account with Login.gov](#)

Sign in with  LOGIN.GOV

Sign in with ID.me

Sign in with Social Security Username

# Helpful Tips

- Navigate through the screens carefully.
- Upload clear pictures of your driver's license.
- Use your full legal name.
- Check for browser updates and clear cache and cookies.
- It can take up to 2 weeks to complete the registration process.

Success! You now have access to secure online services.



Social Security



**Congratulations! You now have access to secure online services.**

Next

[Privacy and Security](#)

[OMB No. 0960-0789](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)



# General Terms of Service

## General Terms of Service

The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.

By checking I agree to the Terms of Service, I acknowledge the following conditions:

- I understand that I am accessing a U.S. Government system.
- I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
- I understand that it is a federal crime to:
  - Give false or misleading statements to obtain information in Social Security records;
  - Give false or misleading information to obtain or alter Social Security benefits; or
  - Deceive the Social Security Administration about an individual's identity.
- I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse.
- I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me or any information that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others.

I agree to the Terms of Service.

Next

Exit

# General Terms of Service

- Displayed after account creation or signing in with your credential.
- Acknowledge that you have read, understood, and agree each time you sign in.
- Select the check box, 'I agree to the terms of service' to continue.
- If you do not agree, you will not be able to access our online services.

# Requesting Wage Reporting Services

Social Security Online  
www.socialsecurity.gov

## Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

 **Main Menu**

JOHN PUBLIC

Welcome, JOHN PUBLIC  
Your password expires on **May 15, 2023**

[Log Out](#)

**Manage Account**

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

**Manage Services**

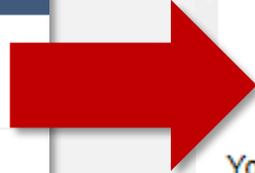
- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)

You currently do not have access to any services.  
The following options are available to you:

- You can add services to your menu at [Request New Services](#).



 **Request Access to BSO Services**

Select Service Suites

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

**SSA Services Suite for Employers:**

**Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)**

Electronic Wage Reporting allows employers to test wage files using AccuWage, report wages to Social Security, and to view the status of their submission.

Social Security Number Verification Service (SSNVS)

Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

# Enter Activation Code(s) - Confirmation

- Activation code will be mailed via USPS to the employer address on file with IRS and may take up to 2 weeks.
- The activated service will be listed on the Confirmation screen.

The screenshot shows the 'Business Services Online' interface. At the top, it says 'Social Security Online' and 'Business Services Online' with the URL 'www.socialsecurity.gov'. A navigation bar includes 'Main Menu | Contact Us | BSO Information | Keyboard Navigation'. The user is identified as 'JOHN PUBLIC' with a 'Log Out' button. The main heading is 'Enter Activation Code(s) - Confirmation'. A message states: 'You have successfully activated View Name and Social Security Number Errors. The service(s) listed are now available from the Main Menu.' A red arrow points to a 'Go to the Main Menu' button. On the left, there are two menu sections: 'Main Menu' and 'Manage Account' (with links for 'View/Edit Account Info', 'Change Password', and 'Disable Account'), and 'Manage Services' (with links for 'View/Edit Services', 'Request New Services', 'View Pending Services', and 'Enter Activation Codes').

# BSO Access and Registration Resources

[BSO Registration and Authentication Video](#)

[Registration and Access to Services Handbook](#)

[Business Service Online Tutorial Links](#)

[Employer W-2 Filing Instructions & Information](#)

[Business Services Online](#)

[Here's What BSO Can Do For You](#)

# BSO Electronic Filing Applications

# Wage File Upload



# Wage File Upload Reminders



Large file submission capabilities.



Results in less than 1 minute.



Receive Wage File Identifier (WFID) for tracking purposes.



Zipping your file can reduce transmission time up to 80%.

# BSO Main Menu

<p>Social Security Online www.socialsecurity.gov</p>	<h2>Business Services Online</h2> <p>BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation</p>
	<h3>Main Menu</h3> <p><a href="#">HELP</a></p>
<p>JOHN PUBLIC</p> <p><a href="#">Logout</a></p>	<p>Welcome, JOHN PUBLIC</p>
<h4>Manage Account</h4> <ul style="list-style-type: none"><li><a href="#">View / Edit Account Info</a></li></ul>	<div data-bbox="810 711 2160 996" style="border: 2px solid red; padding: 5px;"><p><b><a href="#">Report Wages To Social Security</a></b> 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</p></div>
<h4>Manage Services</h4> <ul style="list-style-type: none"><li><a href="#">View / Edit Services</a></li><li><a href="#">Request New Services</a></li><li><a href="#">View Pending Services</a></li><li><a href="#">Enter Activation Code(s)</a></li></ul>	<p><b><a href="#">Social Security Number Verification Service</a></b> Request online SSN verification, or Submit files for SSN verification</p>
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# Accessing Wage File Upload

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

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | **Upload Formatted Wage File** | AccuWage Online

**Warning** This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit a Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file and receive results within minutes.
- The required file format is described in the [Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Submit a Special Wage Payments File](#)  
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

[View Submission Status](#)  
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

[View Employer Report Status](#)  
Check wage report status or view errors for reports submitted for your company by a third party.

### Resubmission Notice

Did you receive a Resubmission Notice? You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Select 'Upload Formatted Wage File' tab.

# Accessing Wage File Upload

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

**Electronic Wage Reporting (EWR)**

Reporting Wages to Social Security

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Select  
'Submit a Formatted  
Wage File' link.

# Select the Appropriate Option

What's in the File?

Which of the following is the best description of the wage report(s) in your file?

- W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)
- W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)
- Response to a Resubmission Notice

# Select 'Browse', Then Choose A File To Upload

## File Upload

Uploaded files will be analyzed for formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your file has errors, you will receive an error report detailing what needs to be corrected before you resubmit your file.

### Choose a file to upload

 File must be in EFW2 file format with .txt extension. [Learn more about this file format](#)

We recommend compressing your .txt file and uploading as a .zip to improve upload speed.

x 

# Select 'Upload File'

## File Upload

Uploaded files will be analyzed for formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your file has errors, you will receive an error report detailing what needs to be corrected before you resubmit your file.

### Choose a file to upload

 File must be in EFW2 file format with .txt extension. [? Learn more about this file format](#)

We recommend compressing your .txt file and uploading as a .zip to improve upload speed.

efw2wages.txt

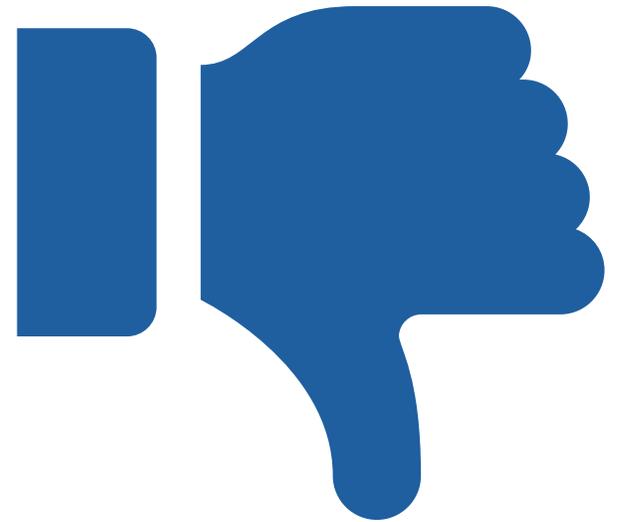


Browse

Upload File



What happens if  
your submission  
was unsuccessful?



# Submission Failure

When the uploaded file fails the preliminary checks, it will **not** be automatically submitted to SSA.

[EWR Home](#)

[File Upload](#)

[Help](#)

Formatted Wage File Upload



Please correct the following information:

- [Error: File Upload](#)

# Error Results

These tables have additional features. [Learn more.](#)

## Summary of W-3 Forms with Errors

Showing 4 🔍 🗒

<input type="checkbox"/>	<u>Employer Name</u>	<u>EIN</u>	<u>Tax Year</u>	<u>W-2 Total</u>	<u># of Errors</u>
<input type="checkbox"/>	Employer 1	XX-XXXXXXX	2023	15	3
<input type="checkbox"/>	Employer 2	XX-XXXXXXX	2023	15	1
<input type="checkbox"/>	Employer 3	XX-XXXXXXX	2023	2	7
<input type="checkbox"/>	Employer 4	XX-XXXXXXX	2023	15	1

Apply Filter

# Error Details

Showing 1-12 of 12 🔍 🗒

<input type="checkbox"/>	<u>Line #</u>	<u>Error Type</u>	<u>Employer Name</u>	<u>EIN</u>	<u>Tax Year</u>	<u>Form</u>	<u>Last 4 SSN</u>
<input checked="" type="checkbox"/>	5	Invalid Money Amount	Employer 1	XX-XXXXXXX	2023	W-2	***-**-XXXX

**Error Message:** Social Security Wages must only contain numeric data. No negative amounts; right justify and zero fill.

**Relevant Fields:** Social Security Wages (\$5703.39 ).

# File Errors

Error Results: Select which W-3 to view. Summary of all errors on each W-3.

Error Details: Description of the error, where in the file it's located and the SSN.

# Success!

We received your submission.

Print Receipt for your records.



When a file is successfully submitted, the Status displays 'Received'.



**Social Security** John Public Sign Out

EWR Home File Upload **File Summary** Help

### Formatted Wage File Upload

**This file passed preliminary checks and has been submitted to the Social Security Administration.**  
We will notify you if further action is required. You can use the information below to view your status at any time by visiting [Submission Status](#).

**Print this page as acknowledgement of receipt and proof of filing date.**  
Your Wage File Identifier (WFID) has been created and is proof of filing date.

Wage File Identifier (WFID): **AC34FF**

Business Services Online: [www.ssa.gov/employer](http://www.ssa.gov/employer)

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online.

[Print Receipt](#) [Upload New File](#) [EWR Home](#)

### File Summary

**Status:** RECEIVED

<b>Total Wages, Tips and Other Compensation Reported</b>	<b>W-3 Forms Checked</b>	<b>Uploaded on</b> 01/20/2025 at 12:59:04 PM ET
\$135,006.90	1	<b>File Name</b> EFW2_File001_Success.txt
	<b>W-2 Forms Checked</b>	<b>File Size</b> 17.07 KB
	30	

# Wage File Upload Resources



[Employer W-2 filing  
Instructions & Information](#)



[Specifications for Filing  
Forms W-2 and W-2c](#)



[Wage File Upload  
Tutorial](#)

# W-2/W-3 Online



# W-2 Online



No special software required.



Create/save up to 50 W-2s per submission.



Create W-2s for up to three prior years.



Print employee copies.



No need to send paper.

# Avoid Common Errors When Using W-2 Online



Use decimal points and cents for entries.



Do not use dollar signs in money-amount boxes.



Do not check the “Retirement plan” in box 13 unless-it applies.



Correctly format employee's name in box E.



Carefully enter the EIN or the employee's SSN.



Do not send paper copies of Forms W-2/W-3 when you file electronically.

# Adobe Acrobat is Required to Use W-2 Online.



[Download a free copy of the Acrobat Reader here.](#)

# BSO Main Menu

<p>Social Security Online www.socialsecurity.gov</p>	<h2>Business Services Online</h2> <p>BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation</p>
	<h3>Main Menu</h3> <p><a href="#">HELP</a></p>
<p>JOHN PUBLIC</p> <p><a href="#">Logout</a></p>	<p>Welcome, JOHN PUBLIC</p>
<h4>Manage Account</h4> <ul style="list-style-type: none"><li><a href="#">View / Edit Account Info</a></li></ul>	<div data-bbox="810 711 2153 988" style="border: 2px solid red; padding: 5px;"><p><b><a href="#">Report Wages To Social Security</a></b> 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</p></div>
<h4>Manage Services</h4> <ul style="list-style-type: none"><li><a href="#">View / Edit Services</a></li><li><a href="#">Request New Services</a></li><li><a href="#">View Pending Services</a></li><li><a href="#">Enter Activation Code(s)</a></li></ul>	<p><b><a href="#">Social Security Number Verification Service</a></b> Request online SSN verification, or Submit files for SSN verification</p>
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# Accessing W-2/W-3 Online

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

## Reporting Wages to Social Security

**Forms W-2/W-3 Online** | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

[Create/Resume Forms W-2/W-3 Online](#) (PDF is not available for W-2PR/W-3PR.)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#) (PDF is not available for W-2PR/W-3PR.)  
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

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A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

### Submission Status

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[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Select the 'Forms W-2/W-3 Online' tab.

# Accessing W-2/W-3 Online

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

## Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

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[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Then, select the 'Create/Resume Forms W-2/W-3 Online' link.

# Unsubmitted Reports

If you have started reports previously, they will be listed here.

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

### Unsubmitted Reports ?

You have 3 saved reports that you have not yet submitted.  
To resume a previous report, select the "Edit" button next to the report.

**Note:** Unsubmitted reports are deleted if you do not resume working with them before the purge date.

	Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date	Tax year
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">EMPLOYER 1</a>	xx-xxxxxx	1	09-09-2024	01-07-2025	2024
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">EMPLOYER 2</a>	xx-xxxxxx	1	09-04-2024	01-02-2025	2024
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">EMPLOYER 3</a>	xx-xxxxxx	0	09-02-2024	12-29-2024	2024

[Cancel](#) [Start a New Report](#)

# Before You Create Your Form(s) W-2/W-3

Select the following:

- Tax year
- Whom you are filing for
- EIN
- Type of form

Check the box if you received a reconciliation letter.

**Forms W-2/W-3 Online**

**Before You Create Your Form(s) W-2/W-3**

Please answer the following questions:

▶ Please select the Tax Year: 2024

▶ For whom are you filing? Please select...

▶ Please enter the EIN: [Text Input]

▶ Please select the type of W-2 Form (Regular or Territorial): Regular W-2

▶ Have you received a Reconciliation Letter?  Yes, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

2024  
2023  
2022  
2021

Please select...  
Another Employer  
DEMO EMPLOYER

Regular W-2  
American Samoa W-2AS  
Guam W-2GU  
U.S. Virgin Islands W-2VI  
Northern Mariana Islands W-2CM  
Puerto Rico W-2PR

Note: This application can also be used for territories.

# Before You Create Your Form(s) W-2/W-3

Don't forget to 'Check for Exceptions'.

## Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)  
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you filing a W-2 with entries only in boxes 8 or 13-20?

Yes, one or more of these situations apply to this wage report.

 **Warning:** Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

Cancel

Continue >>

# W-2 Online Restrictions



## Forms W-2/W-3 Online

---

### W-2 Online Restrictions

---

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.

You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.

[EWR Home Page](#)

# Employer Information

Enter or review the:

- Employer Information
- Submission and Employer Contact Person
- Other Information

 **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

### 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:** DEMO EMPLOYER  
**\*EIN:** XX-XXXXXXX  
**\*Country:** United States  
**Address Line 1 (Apt, Floor, Bldg., etc.):** 123 MAIN STREET  
**Address Line 2 (Street Address or PO Box):**  
**\*City:** MY CITY  
**\* State Abbreviation (for U.S.)/Province:** MD  
**\* ZIP/Postal Code:** 12345 **ZIP Ext. (U.S. only):**

---

<h4>Contact Person for this Submission</h4> <p><b>*Name:</b> JOHN PUBLIC <b>*E-mail:</b> USER@DEMOEMPLOYER.COM <b>*Phone:</b> xxxxxxxx <b>Ext:</b> <b>Fax:</b></p>	<h4>Contact Person for this Employer</h4> <p><b>*Name:</b> JOHN PUBLIC <b>E-mail:</b> USER@DEMOEMPLOYER.COM <b>*Phone:</b> xxxxxxxx <b>Ext:</b> <b>Fax:</b></p>
--	---

---

#### 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 Employer

Select the Kind of Employer that best describes your situation.

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 >>**

# Employer Information cont.

Next, choose the:

'Kind of Payer' and 'Kind of Employer'.

## 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.

- 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

## Kind of Employer

Select the Kind of Employer that best describes your situation.

- 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 >>

# Employer Information cont.

Select a WFID to prefill employee contact information, select the Continue button to proceed.



## 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

### 1 Employer Information for this Wage Report (DEMO EMPLOYER)

W-2 Reports from last year exist which may be used for prefilling data for this year's reports. To use these reports, select one of the WFIDs below, otherwise select **Continue**.

WFID	Date Submitted	# of W-2s	Reports Submitted: 1
<u>XXX000</u>	12-26-2023	1	

Cancel

Continue >>

# Form(s) W-2

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

**② W-2(s) Available for WFID**      **Any Company LLC**

Please select W-2(s) for prefill this year's W-2(s).



<input type="checkbox"/> Select All	Name	SSN
<input type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-XXXX
<input type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-XXXX
<input type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-XXXX
<input type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-XXXX

# of W-2(s) Available: 4



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.

These are the W-2s available for WFID.

Select W-2s to be prefilled and then select the Continue button.


**Forms W-2/W-3 Online**

 Steps: ① Employer Information ② **Form(s) W-2 List** ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**② Enter W-2 Information**

You are currently working on W-2 number: 1 of 50.

Fields marked with an asterisk ( \* ) MUST be completed.

<b>a * Employee's social security number</b> 123 - 00 -		For official use only OMB No. 1545-0008			
<b>b Employer identification number</b>		<b>1 Wages, tips, other compensation</b> \$ 1,234.00	<b>2 Federal income tax withheld</b> \$ 345.00		
<b>c Employer's name, address, and ZIP code</b> ANY COMPANY LLC 123 MAIN STREET MY CITY, MD 21207		<b>3 Social security wages</b> \$	<b>4 Social security tax withheld</b> \$		
		<b>5 Medicare wages and tips</b> \$	<b>6 Medicare tax withheld</b> \$		
		<b>7 Social security tips</b> \$	<b>8 Allocated tips</b> \$		
<b>d Control number</b>		<b>9 Not Applicable</b>		<b>10 Dependent care benefits</b> \$	
<b>e Employee's first name, middle initial, last name and suffix</b> * First: JOHN Middle: * Last: PUBLIC Suffix:		<b>11 Nonqualified plans</b> Section 457 distributions or contributions \$ Not section 457 distributions or contributions \$		<b>12a</b> Code: \$	
<b>f Employee's address</b> * Country: United States Address line 1: 1 MAIN STREET Address line 2: * City: MY CITY U.S. address or a foreign address * State/Province: MD * ZIP/Postal code: 21207 ZIP Ext. (U.S. only):		<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		<b>12b</b> Code: \$	
		<b>14 Other</b> Description(1): Amount(1): \$ Description(2): Amount(2): \$ Description(3): Amount(3): \$		<b>12c</b> Code: \$	
				<b>12d</b> Code: \$	
<b>15 Employer's State ID number</b> \$	<b>16 State wages, tips, etc.</b> \$ 200.00 \$	<b>17 State income tax</b> \$ 1,000.00 \$	<b>18 Local wages, tips, etc.</b> \$ 100.00 \$	<b>19 Local income tax</b> \$ 500.00 \$	<b>20 Locality name</b> MY CITY

# Enter W-2 Information

If not prefilled, enter the required employee information indicated in the red asterisks.

Ensure that the appropriate money amounts are completed.

[General Instructions for Forms W-2 and W-3 \(2024\) Internal Revenue Service](#)

# W-2 List For This Submission

The status column symbol  indicates the form has been prefilled but not completed. To complete the form, select a name.

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

### ③ W-2 List for this Submission (DEMO EMPLOYER)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

The Status column displaying a  symbol indicates that the form has been prefilled and not complete. To Complete a form, select a name.

Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	<a href="#">PUBLIC JOHN</a>	xxx-xx-xxxx		<a href="#">Delete</a>
<b>Total</b>				<b>\$0.00</b>	

[Save and Quit](#) [Edit Employer Information](#) [Start a New W-2 >>](#) [Continue to W-3 Preview >>](#)

# W-2 List

Once the W-2 Form is completed, the Status column will display  symbol.

 **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

### ③ W-2 List for this Submission (DEMO EMPLOYER)

To review or **edit** a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on 12-23-2023. Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	<a href="#">PUBLIC, JOHN</a>	XXX-XX-XXXX	\$1,234.00	<a href="#">Delete</a>
<b>Total</b>				<b>\$1,234.00</b>	

[Save and Quit](#)    [Edit Employer Information](#)    [Start a New W-2 >>](#)    [Continue to W-3 Preview >>](#)

## 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.

<b>a</b> Control number 12345678901234567890		For official use only OMB No. 1545-0008	
<b>b</b> Kind of payer 941 - Regular		<b>1</b> Wages, tips, other compensation \$1234.00	<b>2</b> Federal income tax withheld \$0.00
Kind of employer Federal Government		<b>3</b> Social security wages \$0.00	<b>4</b> Social security tax withheld \$0.00
<b>c</b> Total number of forms W-2 50	<b>d</b> Establishment number 1234	<b>5</b> Medicare wages and tips \$0.00	<b>6</b> Medicare tax withheld \$0.00
<b>e</b> Employer identification number XXX-XX-XXXX		<b>7</b> Social security tips \$0.00	<b>8</b> Allocated tips \$0.00
Employer's name, address, and ZIP code ANY COMPANY LLC 50 W2 LANE RANDALLSTWON, MD 21133		<b>9</b> Not Applicable	<b>10</b> Dependent care benefits \$0.00
		<b>11</b> Nonqualified plans \$0.00	<b>12a</b> Deferred compensation \$123.00
		<b>13</b> For third-party sick pay use only X	<b>12b</b> Not Applicable
		<b>14</b> Income tax withheld by payer of third-party sick pay \$ 1234.00	
<b>h</b> Other EIN used this year		<b>Note:</b> 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. <b>Social security will not use this information and will not forward it to any State or local entity.</b>  You must check here to confirm these are the totals you want to show on this Form W-3.  <b>I Agree</b> <input type="checkbox"/>	
<b>15</b> State Employer's state ID number MD   555		<b>16</b> State wages, tips, etc. \$ 123.00	<b>17</b> State income tax \$ 0.00
		<b>18</b> Local wages, tips, etc. \$ 0.00	<b>19</b> Local income tax \$ 0.00
<b>Contact person</b> CONTACT NAME		<b>Telephone number</b> 111-111-1111	
<b>E-mail address</b> CONTACTPERSON4EMPLOYER@SSA.GOV		<b>Fax number</b> 111-111-1111	

\* 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: xxxxxxxx)
- SSNs will be truncated (Format: \*\*\*\*\* xxxx)

Save and Quit

<< Return to W-2 List

Continue >>

# W-3 Preview For Submission

- The W-3 is created.
- Place a check mark next to 'I Agree'.
- Select if you want the SSNs to be truncated.
- Select the 'Continue' button to display the 'Print Unsubmitted Form(s) W-2/W-3 for Review' page.

# Print & Review

Select the 'Print Unsubmitted W-2/W-3' link in the box to view or print your forms for employees.

Select the 'Continue' button, if you're ready to sign and submit.

The screenshot shows the 'Forms W-2/W-3 Online' interface. At the top, the Social Security Administration logo is visible. Below it, the title 'Forms W-2/W-3 Online' is displayed. A progress bar indicates the current step: 5 Print & Review. The main heading for this step is '5 Print Unsubmitted Form(s) W-2/W-3 for Review'. Below this heading, there are five bullet points providing instructions on how to print, review, and submit the forms. A section titled 'Your Unsubmitted Copy' contains a red-bordered box around the link 'Print Unsubmitted W2/W3 240053436.tmp'. Below this link are two other links: 'What's in this PDF?' and 'Problems Printing Form(s) W-2?'. At the bottom of the page, there are three buttons: 'Save and Quit', '<< Return to W-2 List', and 'Continue >>'. A red arrow points to the 'Continue >>' button.

**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 Submit

### 5 Print Unsubmitted Form(s) W-2/W-3 for Review

- Print the PDF file below to review your unsubmitted Form(s) W-2 and W-3. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.
- Once you have reviewed your Form(s) W-2 and W-3, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2 to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2 information, please select the "**Return to W-2 List**" button.
- When you believe the W-2 information is accurate, you can continue to the "**Sign & Submit**" step.
- Check with the IRS for online filing [deadlines](#).

**Your Unsubmitted Copy**

[Print Unsubmitted W2/W3 240053436.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

[Save and Quit](#) [<< Return to W-2 List](#) [Continue >>](#)

# Sign and Submit

 **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

## ⑥ Sign and Submit

Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me.

By checking agreement below and selecting the "Submit this Wage Report" button, I affirm that the above statement is true.

I, JOHN PUBLIC, read and agree with the above.  
Note: You are only attesting to the accuracy of this information.

[Save and Quit](#) [<< Previous](#) [Submit this Wage Report >>](#)

\* Once you submit this wage report electronically, do not send any paper forms to SSA.

Read the under penalty of perjury statement. If you agree, check the box to attest to the accuracy of the wage report. Then select submit this wage report.

# Confirmation Receipt

User will receive a pop-up message if the upload is successful.

Print or save for your records.

Social Security Online **Electronic Wage Reporting** [secureval.ssa.gov](https://secureval.ssa.gov) says

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation

**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview

**Confirmation Receipt - Your W-2/W-3 File Was Received** OK Cancel

Your upload was successful. We recommend that you print this confirmation and save it for your records.

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

This Wage File Identifier (WFID) is your confirmation number: XXX111

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:	DEMO EMPLOYER	Employer EIN:	
Tax year:	2024	Payer type:	941 - Regular
Received on:	12/28/2024 01:36 PM Eastern Time	Form type:	W-2
Received:	1 Form W-2		
Total wages:	\$1,234.00	Federal income tax withheld:	\$345.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

**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 >>](#)

# Save PDF

To save the file, select file name.  
The PDF will open in a new window. Save the PDF to your computer.

**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.

**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 01-27-2025.

To save the file down to your hard drive, please right click the file name and use the "Save Target As ..." option.

 **KWB047.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](#) [View Unsubmitted Reports](#) [Start a New Report](#)

# W-2 Online Resources



[Business Services  
Online tutorial](#)



[W-2 Online Tutorial](#)



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

W-2c/W-3c Online



# W-2c/W-3c Online Tips



Can be used for territories.



Don't submit a W-2c if you make changes to boxes 15-20.



Provide a copy to your employee.



Adobe Acrobat is required.

# Accessing W-2c/W-3c Online

Select the 'Forms W-2c/W-3c tab'.

[W-2c/W-3c Online Tutorial](#)

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

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

Forms W-2/W-3 Online Forms W-2c/W-3c Online Upload Formatted Wage File AccuWage Online

**Warning** The wage report containing the Form(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

### Reporting Wages to Social Security

Forms W-2/W-3 Online **Forms W-2c/W-3c Online** Upload Formatted Wage File AccuWage Online

**Warning** The wage report containing the Form(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

[Create/Resume Forms W-2c/W-3c Online](#)

- Create (fill in the form), save, print and submit Forms W-2c and W-3c with up to 25 forms W-2c per W-3c. There is no limit on the number of Forms W-3c an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3c can be saved at a time to be resumed/submitted at a later date. Each Form W-3c can have up to 25 Forms W-2c associated with it.
- A pre-submission PDF is provided to print the Forms W-2c for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

[Save \(or Print\) Submitted W-2c Report\(s\)/PDF to Your Computer](#)  
A printable final PDF version of a wage report created and submitted using Forms W-2c/W-3c Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

### Resubmission Notice

**Did you receive a Resubmission Notice?** You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

# Accessing W-2c/W-3c Online

Select the 'Create/Resume Forms W-2c/W-3c Online' link.

[W-2c/W-3c Online Tutorial](#)

# Unsubmitted Reports

If you have started reports previously, they will be listed here.



## Forms W-2c/W-3c Online

### Unsubmitted Reports

You have 1 saved report that you have not yet submitted.  
To resume a previous report, select the "Edit" button next to the report.

**\*Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.**

**\*Note: You can not submit reports marked in red after 04/15/2025 due to the statute of limitations for report corrections. However, you may view and update them.**

	Employer Name	EIN	# of Form(s) W-2c	Save Date ▲	Purge Date	Tax Year
<a href="#">Edit</a> <a href="#">Delete</a>	ANY COMPANY LLC	xx-xxxxxxx	1	09/22/2024	01/20/2025	2024

Cancel

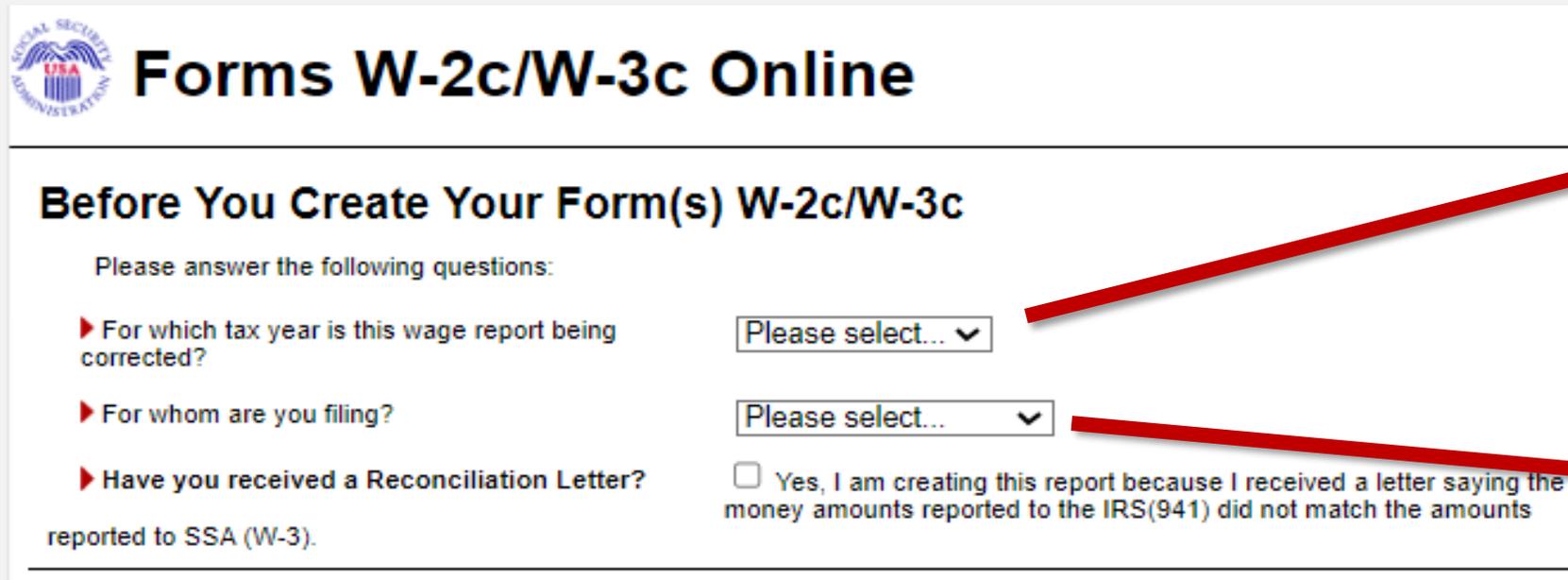
Start a New Report Correction

# Before You Create Your Form(s) W-2c/W-3c

Select the following:

- Tax year
- For whom are you filing?

If you received a Reconciliation Letter, check the box.



The screenshot shows the SSA Forms W-2c/W-3c Online interface. At the top left is the Social Security Administration logo. The main heading is "Forms W-2c/W-3c Online". Below this is a section titled "Before You Create Your Form(s) W-2c/W-3c" with the instruction "Please answer the following questions:". There are three questions:

- ▶ For which tax year is this wage report being corrected? (Please select... dropdown)
- ▶ For whom are you filing? (Please select... dropdown)
- ▶ Have you received a Reconciliation Letter? (checkbox) Yes, I am creating this report because I received a letter saying the money amounts reported to the IRS(941) did not match the amounts reported to SSA (W-3).

2024

2023

2022

2021

Please select...

Another Employer

DEMO EMPLOYER

# Check for Exceptions

## Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)  
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [IRS](#) Third-party Sick Pay Recap Correction Forms W-2c and W-3c?



Yes, one or more of these situations apply to this wage report.

**!** **Warning:** Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

Cancel

Continue >>

# Employer Information

Enter/Review the:

- Employer Information
- Contact Person for this Submission
- Contact Person for this Employer

**Forms W-2c/W-3c Online**

Steps: 1 **Employer Information** 2 Form(s) W-2c 3 W-2c List 4 W-3c Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation

### 1 Employer Information for this Wage Report Correction

Fields marked with an asterisk (\*) MUST be completed.

**Enter/Review Employer Information for this Wage Report Correction**

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:** DEMO EMPLOYER

**\*EIN:** XXXXXXXX

**\*Country:** United States

**Address Line 1 (Apt, Floor, Bldg., etc.):** 123 MAIN STREET

**Address Line 2 (Street Address or PO Box):**

**\*City:** MY CITY

**\*State Abbreviation (for U.S.)/Province:** MD

**\*ZIP/Postal Code:** 12345 **ZIP Ext. (U.S. only):**

---

**Contact Person for this Submission**

**\*Name:** XXXXXXXX

**\*E-mail:** USER@DEMOEMPLOYER.COM

**\*Phone:** 1231231234 **Ext:**

**Fax:**

**Contact Person for this Employer**

**\*Name:** XXXXXXXX

**E-mail:** USER@DEMOEMPLOYER.COM

**\*Phone:** 1231231234 **Ext:**

**Fax:**

**Kind of Employer**

Select the Kind of Employer that best describes your situation.

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 >>**

# Employer Information (cont.)

**Forms W-2c/W-3c Online**

Steps: ① **Employer Information** ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation

### 1 Employer Information for this Wage Report Correction

Fields marked with an asterisk (\*) MUST be completed.

#### Enter/Review Employer Information for this Wage Report Correction

**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:

---

#### Other Information

Please fill in the following if it applies to you (it is generally uncommon).

Establishment Number:

Employer's State ID Number:

---

#### 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.

- 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

State and Local Governmental Employer (State/Local Non-501c)

State and Local Tax Exempt Employer (State/Local 501c)

None Apply

Third-party Sick Pay

Enter/review the:

- Other Information
- Select Kind of Payer
- Select Kind of Employer

# Enter W-2c Information

- Enter the employee's SSN, name and address.
- Employee name must match the name on the previous Form W-2.

Note: You can enter a maximum of 25 W-2c Forms.

Previously Reported	Correct Information	Previously Reported	Correct Information
1 Wages, tips, other compensation \$	1 Wages, tips, other compensation \$	2 Federal income tax withheld \$	2 Federal income tax withheld \$
3 Social security wages \$	3 Social security wages \$	4 Social security tax withheld \$	4 Social security tax withheld \$
5 Medicare wages and tips \$	5 Medicare wages and tips \$	6 Medicare tax withheld \$	6 Medicare tax withheld \$
7 Social security tips \$	7 Social security tips \$	8 Allocated tips \$	8 Allocated tips \$
9	9	10 Dependent care benefits \$	10 Dependent care benefits \$
11 Nonqualified plans: Section 457 distributions or contributions \$	11 Nonqualified plans: Section 457 distributions or contributions \$	12a Code: \$	12a Code: \$
		12b Code: \$	12b Code: \$
		12c Code: \$	12c Code: \$
		12d Code: \$	12d Code: \$



## Forms W-2c/W-3c Online

Steps: ① Employer Information ② **Form(s) W-2c** ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### ② Enter W-2c Information

You are currently working on W-2c number: 1 of 25.

Fields marked with an asterisk ( \* ) MUST be completed.

For official use only  
OMB No. 1545-0008

<b>a</b> Employer's name, address, and ZIP code	<b>c</b> Tax year/Form corrected 2023 / W-2	<b>d</b> * Employee's correct social security number <input type="text"/> - <input type="text"/> - <input type="text"/>
	<b>e</b> Corrected SSN and/or name <input type="checkbox"/> (Check this box if you are correcting either the employee's name or Social Security Number.) If the employee's name was entered on the W-2 (not left blank), enter it in Box g as it appeared on the W-2, even when submitting a correction for only the SSN.	
	<b>f</b> Employee's <b>previously reported</b> social security number <input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>b</b> Employer's federal EIN	<b>g</b> Employee's <b>previously reported</b> name First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Suffix: <input type="text"/>	
	<b>h</b> Employee's name * First: <input type="text"/> Middle: <input type="text"/> * Last: <input type="text"/> Suffix: <input type="text"/>	
	<b>i</b> Employee's address and ZIP code Suite/Attn.: <input type="text"/> Street/P.O. box: <input type="text"/> * City: <input type="text"/> * Country: United States <input type="text"/> * State/Province: <input type="text"/> * ZIP/Postal code: <input type="text"/> ZIP Ext. (U.S. only): <input type="text"/>	

**Locality correction information**

18 Local wages, tips, etc. (1) \$	18 Local wages, tips, etc. (1) \$	18 Local wages, tips, etc. (2) \$	18 Local wages, tips, etc. (2) \$
19 Local income tax (1) \$	19 Local income tax (1) \$	19 Local income tax (2) \$	19 Local income tax (2) \$
20 Locality name (1) <input type="text"/>	20 Locality name (1) <input type="text"/>	20 Locality name (2) <input type="text"/>	20 Locality name (2) <input type="text"/>

Cancel Changes Delete this W-2c Save and Start Next W-2c >> Save and Go to W-2c List >>

# Enter W-2c Information

- A name, SSN, or money correction is required to create a W-2c.
- If only correcting only a name and SSN, you must correct the most recent year.
- Do not submit a W-2c to SSA if you're only making changes to boxes 15-20.

Previously Reported		Correct Information		Previously Reported		Correct Information	
1 Wages, tips, other compensation \$		1 Wages, tips, other compensation \$		2 Federal income tax withheld \$		2 Federal income tax withheld \$	
3 Social security wages \$		3 Social security wages \$		4 Social security tax withheld \$		4 Social security tax withheld \$	
5 Medicare wages and tips \$		5 Medicare wages and tips \$		6 Medicare tax withheld \$		6 Medicare tax withheld \$	
7 Social security tips \$		7 Social security tips \$		8 Allocated tips \$		8 Allocated tips \$	
9		9		10 Dependent care benefits \$		10 Dependent care benefits \$	
11 Nonqualified plans: Section 457 distributions or contributions \$		11 Nonqualified plans: Section 457 distributions or contributions \$		12a Code: \$		12a Code: \$	
Not section 457 distributions or contributions \$		Not section 457 distributions or contributions \$		12b Code: \$		12b Code: \$	
13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12c Code: \$		12c Code: \$	
14 Other Description (1): Amount (1): \$ Description (2): Amount (2): \$ Description (3): Amount (3): \$		14 Other Description (1): Amount (1): \$ Description (2): Amount (2): \$ Description (3): Amount (3): \$		12d Code: \$		12d Code: \$	

State Correction Information			
Previously Reported		Correct Information	
15 State (1) Employer's state ID number (1)		15 State (1) Employer's state ID number (1)	
16 State wages, tips, etc. (1) \$		16 State wages, tips, etc. (1) \$	
17 State income tax (1) \$		17 State income tax (1) \$	
15 State (2) Employer's state ID number (2)		15 State (2) Employer's state ID number (2)	
16 State wages, tips, etc. (2) \$		16 State wages, tips, etc. (2) \$	
17 State income tax (2) \$		17 State income tax (2) \$	

Locality Correction Information			
Previously Reported		Correct Information	
18 Local wages, tips, etc. (1) \$		18 Local wages, tips, etc. (1) \$	
19 Local income tax (1) \$		19 Local income tax (1) \$	
20 Locality name (1)		20 Locality name (1)	
18 Local wages, tips, etc. (2) \$		18 Local wages, tips, etc. (2) \$	
19 Local income tax (2) \$		19 Local income tax (2) \$	
20 Locality name (2)		20 Locality name (2)	

[Cancel Changes](#)
[Delete this W-2c](#)
[Save and Start Next W-2c >>](#)
[Save and Go to W-2c List >>](#)

# W-2c List

To view and edit the W-2c, select employee name.

**Forms W-2c/W-3c Online**

Steps: ① Employer Information ② Form(s) W-2c ③ **W-2c List** ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### ③ W-2c List for this Submission

To review or edit a W-2c, select the employee name. Once you are finished entering Form(s) W-2c, you can preview the W-3c.

This report was last modified on 12-30-2024. Form(s) W-2c Entered: 1

Order Entered	Name	SSN	
1.	<a href="#">PUBLIC, JOHN</a>	xxx-xx-xxxx	<a href="#">Delete</a>

[Save and Quit](#) [Edit Employer Information](#) [Start a New W-2c >>](#) [Continue to W-3c Preview >>](#)

# W-3c Preview For Submission

- The W-3c Preview is created for you.
- You must select if you want to fully display SSNs or truncate them.
- Select the 'Continue' button to display the 'Print Unsubmitted Form(s) W-2c/W-3c for Review' page.

## ④ W-3c Preview for this Submission

Ensure that the information on your Form(s) W-2c 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-2c List](#) and select the W-2c you need to edit.

a Tax year/Form corrected 2021/ W-2		For official use only OMB No. 1545-0008	
b Employer's name, address, and ZIP code <b>DEMO EMPLOYER 123 MAIN STREET MY CITY, MD 12345</b>		c Kind of payer 941 - Regular	Kind of employer None Apply
d Number of forms W-2c 1	e Employer's federal EIN XX-XXXXXX	f Establishment number	g Employer's state ID number
Boxes h, i and j are not applicable for W-2c Online.		h Employer's incorrect federal EIN Not applicable	i Incorrect establishment number Not applicable
Total of amounts previously reported as shown on enclosed Forms W-2c		Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$120.00	1 Wages, tips, other compensation \$100.00	2 Federal income tax withheld \$0.00	2 Federal income tax withheld \$0.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00
7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9	9	10 Dependent care benefits \$0.00	10 Dependent care benefits \$0.00
11 Nonqualified plans \$0.00	11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00	12a Deferred compensation \$0.00
14 Inc. Tax W/H by third-party sick pay payer \$0.00	14 Inc. Tax W/H by third-party sick pay payer \$0.00	12b	12b
16 State wages, tips, etc. \$0.00	16 State wages, tips, etc. \$0.00	17 State income tax \$0.00	17 State income tax \$0.00
18 Local wages, tips, etc. \$0.00	18 Local wages, tips, etc. \$0.00	19 Local income tax \$0.00	19 Local income tax \$0.00
Contact person JOHN PUBLIC	E-mail address USER@DEMOEMPLOYER.COM	Telephone number XXX-XXX-XXXX	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: Xxx-xx-xxxx)
- SSNs will be truncated (Format: \*\*\*\*1234)

# Print Unsubmitted Form(s)

Select the 'Print Unsubmitted W-2c/W-3c' link to view or print your forms for employees.

Select the 'Continue' button, when you're ready to sign and submit.

The screenshot shows the 'Forms W-2c/W-3c Online' interface. At the top, the Social Security Administration logo is on the left, and the title 'Forms W-2c/W-3c Online' is in the center. Below the title is a progress bar with eight steps: 1 Employer Information, 2 Form(s) W-2c, 3 W-2c List, 4 W-3c Preview, 5 Print & Review (highlighted), 6 Sign & Submit, 7 Submission Confirmation, and 8 Save PDF. The main content area is titled '5 Print Unsubmitted Form(s) W-2c /W-3c for Review'. It contains a list of instructions: 'Print the PDF file below to review your unsubmitted Form(s) W-2c and W-3c. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.', 'Once you have reviewed your Form(s) W-2c and W-3c, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2c to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.', 'If you need to change any W-2c information, please select the "Return to W-2c List" button.', 'When you believe the W-2c information is accurate, you can continue to the "Sign & Submit" step.', and 'Check with the IRS for online filing [deadlines](#).' Below the instructions is a section titled 'Your Unsubmitted Copy' with a blue background. It contains the text 'Your unsubmitted work has been saved for future use.' and a red-bordered box around a PDF icon and the text 'Print Unsubmitted W2c/W3c 243130627.tmp'. Below this are two links: 'What's in this PDF?' and 'Problems Printing Form(s) W-2c ?'. A large red arrow points down from the PDF link. At the bottom of the page are three buttons: 'Save and Quit', '<< Return to W-2c List', and 'Continue >>'.

**Forms W-2c/W-3c Online**

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ **Print & Review** ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### 5 Print Unsubmitted Form(s) W-2c /W-3c for Review

- Print the PDF file below to review your unsubmitted Form(s) W-2c and W-3c. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.
- Once you have reviewed your Form(s) W-2c and W-3c, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2c to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2c information, please select the "Return to W-2c List" button.
- When you believe the W-2c information is accurate, you can continue to the "Sign & Submit" step.
- Check with the IRS for online filing [deadlines](#).

**Your Unsubmitted Copy**

Your unsubmitted work has been saved for future use.

 [Print Unsubmitted W2c/W3c 243130627.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2c ?](#)

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

# Sign and Submit

Read the penalty of perjury statement. If you agree, check the box to attest to the accuracy of the report. Then select 'Submit this Wage Report Correction'.



## Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### ⑥ Sign and Submit

Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me.

By checking agreement below and selecting the "Submit this Wage Report Correction" button, I affirm that the above statement is true.

I, JOHN PUBLIC, read and agree with the above.

Note: You are only attesting to the *accuracy* of this information.

[Save and Quit](#) [<< Previous](#) [Submit this Wage Report Correction >>](#)

\* Once you submit this wage report electronically, do not send any paper forms to SSA.

# Confirmation Receipt

User will receive a pop-up message if upload is successful.

Print or save for your records.



## Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review

### ⑦ Confirmation Receipt - Your W-2c/W-3c File Was Received

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

This Wage File Identifier (WFID) is your confirmation number: XXX000

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-2c or W-3c.**

#### Your Receipt

Employer: DEMO EMPLOYER	Employer EIN:
Tax year: 2024	Payer type: 941 - Regular
Received on: 12/30/2024 01:08 PM Eastern Time	Form type: W-2c
<hr/>	
Received: 1 Form W-2c	
Total wages: \$100.00	Federal income tax withheld: \$0.00
Social security wages: \$0.00	Social security tax withheld: \$0.00
Medicare wages and tips: \$0.00	Medicare tax withheld: \$0.00

#### 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-2c to your employees if you have not already done so.

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

#### 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.

secureval.ssa.gov says

Your upload was successful.  
We recommend that you print this confirmation and save it for your records.

OK

Cancel

Print this Page

Go to Save Official PDF >>

# Save PDF

To save the file, select the file name. PDF will open in a new window.

Save the PDF to your computer.

The screenshot displays the 'Forms W-2c/W-3c Online' web application. At the top, the Social Security Administration logo is visible. The main heading is 'Forms W-2c/W-3c Online'. Below this, a progress bar shows eight steps: 1. Employer Information, 2. Form(s) W-2c, 3. W-2c List, 4. W-3c Preview, 5. Print & Review, 6. Sign & Submit, 7. Submission Confirmation, and 8. Save PDF. The current step, '8 Save PDF', is highlighted. The page content includes instructions to save the official PDF file to a hard drive, noting that the file will be available online until 01-29-2025. A red box highlights the file name 'KWB062.pdf (Final)'. Below the file name are two links: 'What's in this PDF?' and 'Problems Printing Form(s) W-2c?'. At the bottom, there is a warning icon and text: 'Do not mail us any paper Form(s) W-2c or W-3c.' Navigation buttons for 'EWR Home', 'View Unsubmitted Reports', and 'Start a New Report Correction' are located at the bottom of the page.

**Forms W-2c/W-3c Online**

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c 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.

**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 01-29-2025.

To save the file below to your hard drive, please right click the file name and use the "Save Target As ..." option.

 [KWB062.pdf \(Final\)](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2c?](#)

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

[EWR Home](#) [View Unsubmitted Reports](#) [Start a New Report Correction](#)



# Social Security Number Verification Service (SSNVS)

# BSO Main Menu

<p>Social Security Online www.socialsecurity.gov</p>	<h2>Business Services Online</h2> <p>BSO Main Menu   BSO Information   Contact Us   Keyboard Navigation</p>
	<h3>Main Menu</h3> <p><a href="#">HELP</a></p>
<p>JOHN PUBLIC</p>	<p>Welcome, JOHN PUBLIC</p>
<p><a href="#">Logout</a></p>	
<h4>Manage Account</h4> <ul style="list-style-type: none"><li><a href="#">View / Edit Account Info</a></li></ul>	<h4><a href="#">Report Wages To Social Security</a></h4> <p>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</p>
<h4>Manage Services</h4> <ul style="list-style-type: none"><li><a href="#">View / Edit Services</a></li><li><a href="#">Request New Services</a></li><li><a href="#">View Pending Services</a></li><li><a href="#">Enter Activation Code(s)</a></li></ul>	<div style="border: 2px solid red; padding: 5px;"><h4><a href="#">Social Security Number Verification Service</a></h4><p>Request online SSN verification, or Submit files for SSN verification</p></div>
<h4>Manage Employer Information</h4> <ul style="list-style-type: none"><li><a href="#">Add/Update Employer Information</a></li><li><a href="#">Remove Employer Information</a></li></ul>	

# Social Security Number Verification Service

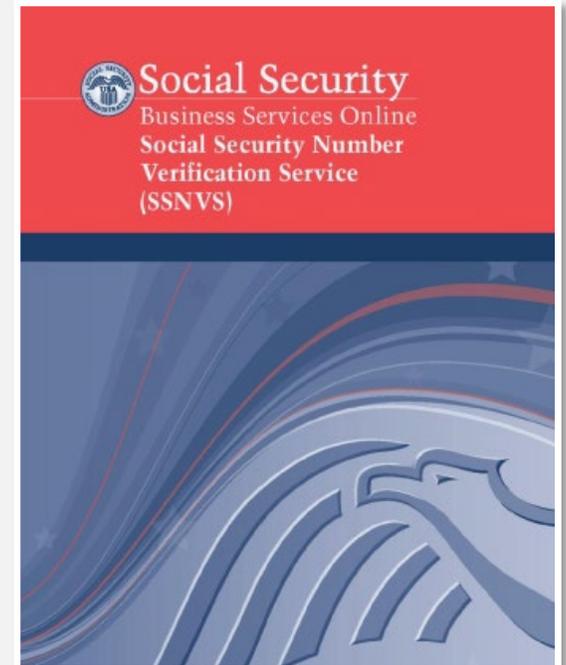
Verify the following:

- Names
- Social Security Numbers (SSNs)

[Social Security Number Verification Service](#)

# SSNVS Resources

- [Social Security Number Verification Service \(SSNVS\) Handbook](#)
- [The Social Security Number Verification Service](#)



# AccuWage Online

AccuWage Online allows you to check your EFW2 and EFW2C formatted wage files for format correctness before submitting them to SSA.

 **Electronic Wage Reporting (EWR)**

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | **AccuWage Online**

[AccuWage Online](#)  
AccuWage Online is a free internet application offered by the Social Security Administration that enables you to check EFW2 (W-2 Wage and Tax Statement) and EFW2C (W-2C Corrected Wage and Tax Statement) formatted wage files for format correctness before submitting them to SSA.

- [EFW2-EFW2C Specifications](#)
- [AccuWage Online Help Guide](#)
- [AccuWage Online FAQ](#)

**Warning:** You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

**Submission Status**  
[View Submission Status](#)  
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

**Employer Report Status**  
[View Employer Report Status](#)  
Check wage report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**

**Did you receive a Resubmission Notice?** You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

## AccuWage Reminders



Zip files for faster processing.



Use plain text (.txt) or plain text zipped (.zip) format.



Must use EFW2/EFW2C format.



Max file size is 350MB before being zipped.



# AccuWage Resources

[AccuWage Online Information](#)

Or email us at: [accuwage.help@ssa.gov](mailto:accuwage.help@ssa.gov)



# Submission Status

# How to Check the Status of a Submission

- Log in to BSO.
- Select 'View Submission Status' on the EWR homepage.

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

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

**Warning** This tab is not for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit a Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file and receive results within minutes.
- The required file format is described in the [Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Submit a Special Wage Payments File](#)  
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

### Submission Status

[View Submission Status](#)  
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

### Employer Report Status

[View Employer Report Status](#)  
Check wage report status or view errors for reports submitted for your company by a third party.

### Notice

Resubmission Notice? You may use the following links to resubmit your formatted wage file or request an extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

# Submission Search

**Search by Date** Search by WFID

You may select a specific option to view the submissions for the selected Receipt Year. If there are more than 500 submissions for the option that you have selected, only the first 500 submissions will be displayed. If you do not see the submission you are looking for in the results, please select a different option.

The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

**Please Choose a Receipt Year:**  
(For Submissions on or after 12/07/2024, choose Receipt Year 2025):

2025 ▼  
2025  
2024  
2023  
2022

Show the first 500 submissions for: Select ▼

Select  
Last 7 days  
Last 15 days  
Last 30 days  
Entire Year  
Date Range

Continue Cancel

Select 'Search by Date' tab or 'Search by WFID'. tab

Search by Date **Search by WFID**

You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, the first 500 WFIDs for the Receipt Year will be displayed.

The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

**Please Choose a Receipt Year:**  
(For Submissions on or after 12/07/2024, choose Receipt Year 2025):

2025 ▼  
2025  
2024  
2023  
2022

Enter WFIDs:

WFID 1:   
WFID 2:   
WFID 3:   
WFID 4:   
WFID 5:

Continue Cancel

# How to View Submission Status

Select  
*'Submission  
Details'*.

1 Search Results    2 Submission    3 Report    4 Errors    5 Error Details

Submitter EIN:  
Receipt Year: 2025

[New Search](#)

**Search Results**

<a href="#">WFID</a>	Version	<a href="#">Status</a>	<a href="#">Receipt Date</a>	Status Date	Details	Resubmission Notice
xxx111	01	<a href="#">RETURN</a>	12/26/2024	01/03/2025	<a href="#">Submission Details</a>	<a href="#">View Notice</a>
xxx111	01	<a href="#">RECEIVED</a>	12/31/2024	01/05/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">IN PROCESS</a>	01/07/2025	01/10/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">DUPLICATE</a>	01/08/2025	01/13/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">RETURN</a>	01/09/2025	01/12/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">COMPLETE</a>	01/09/2025	01/12/2025	<a href="#">Submission Details</a>	

[Back to Top](#)

# How to View Errors in Submission Status

**Submission Details**

---

**Overview**  
File Name: W2REJ\_FU\_3rd.txt  
Submission Method: INTERNET  
Submission Type: W-2

**Reports**  
Total Reports 1 [View All Reports](#)  
Returned Reports 1 [View Returned Reports](#)

**Current Status**  
Submission Status: RETURN  
Status Date: 01/03/2025

You can select  
'View All Reports' or  
'View Returned Reports'.

Select  
'# of Errors.'

Report#	Report EIN	Company Name	Status	Reported W-2s	# of Errors	View W-3
1		Any Company LLC	<a href="#">RETURN</a>	0000008	<a href="#">1</a>	<a href="#">W-3 Details</a>

# How to Delete Received Submissions

1 Search Results   2 Submission   3 Report   4 Errors   5 Error Details

Submitter EIN:  
Receipt Year: 2025

[New Search](#)

Select  
'Submission Details'.

**Search Results**

WFID	Version	Status	Receipt Date	Status Date	Details	Resubmission Notice
xxx111	01	<a href="#">RETURN</a>	12/26/2024	01/03/2025	<a href="#">Submission Details</a>	<a href="#">View Notice</a>
xxx111	01	<b>RECEIVED</b>	12/31/2024	01/05/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">IN PROCESS</a>	01/07/2025	01/10/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">DUPLICATE</a>	01/08/2025	01/13/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">RETURN</a>	01/09/2025	01/12/2025	<a href="#">Submission Details</a>	
xxx111	01	<a href="#">COMPLETE</a>	01/11/2025	01/11/2025	<a href="#">Submission Details</a>	

Select  
'Delete This Submission.'

**Submission Details**

**Overview**  
File Name: N/A  
Submission Method: INTERNET  
Submission Type: W-2

**Current Status**  
Submission Status: RECEIVED  
Status Date: 01/05/2025

**Further Action**  
This submission has not yet been processed. If you submitted these wages in error and would like to prevent them from being processed, you may mark the submission for deletion by selecting the Delete This Submission button below. Once processing has begun, you will no longer have the option to delete the submission.

[Delete This Submission](#)



# Employer Report Status



# How to Check the Employer Report Status

- Log in to BSO.
- Select the 'View Employer Report Status' on the EWR homepage.

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

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

**Warning** This tab is not for submitting Forms W-2(c)/W-3(c) created using the other tabs.

[Submit a Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file and receive results within minutes.
- The required file format is described in the [Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Submit a Special Wage Payments File](#)  
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

### Submission Status

[View Submission Status](#)

### Employer Report Status

[View Employer Report Status](#)  
Check wage report status or view errors for reports submitted for your company by a third party.

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

# Employer Report Selection

Choose a Tax Year. Select Continue button.

**Employer Report Selection**

Please read the following information before continuing:

- Employer report information is displayed only if the report was submitted during the most recent four years.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

**Tax Year**  
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

- 2024
- 2023
- 2022
- 2021

# How to View the Employer Report Status

Select 'Report  
Details.'

Search Results							
Name: WAGE SUBMISSION COMPANY EIN: ' Tax Year: 2024 Total Reports: 3							
Status	Receipt Date	Status Date	Report Method	Report Type	# W-2s/W-2cs	# Errors	Details
<a href="#">COMPLETE</a>	01/02/2025	01/03/2025	W-2 ONLINE	REGULAR	1	No errors	<a href="#">Report Details</a>
<a href="#">RETURN</a>	01/05/2025	01/07/2025	W-2 ONLINE	REGULAR	8	1	<a href="#">Report Details</a>
<a href="#">DUPLICATE</a>	01/07/2025	01/10/2025	W-2 ONLINE	REGULAR	1	No errors	<a href="#">Report Details</a>

Select  
'Error Details.'

Error Summary		
Total Errors: 1		
# Critical: 1		
# Informational: 0		
Importance	Error Description	More Information
<a href="#">CRITICAL</a>	Out of Balance Over Tolerance - Social Security Wages	<a href="#">Error Details</a>

# Resubmission Notice

If you received a Resubmission Notice, log in to BSO select:

- 'Resubmit your Formatted Wage File' link or
- 'Request an Extension to File a Resubmission' link.

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

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

[Create/Resume Forms W-2/W-3 Online](#) (PDF is not available for W-2PR/W-3PR.)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#) (PDF is not available for W-2PR/W-3PR.)  
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

### Resubmission Notice

Did you receive a Resubmission Notice? You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

• You will need information from the Notice to request an extension.  
• You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

# Submission, Employer Report Status and Resubmission Notice Resources

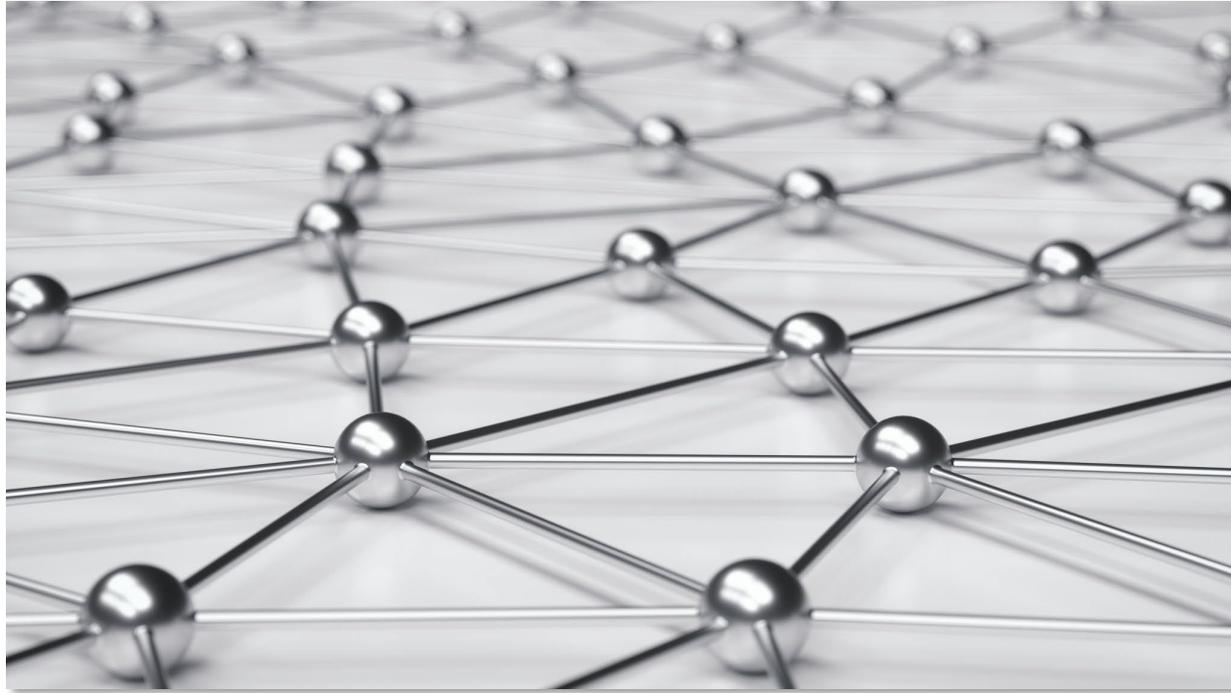
[Submission Status Tutorial](#)

[Employer Report Status Tutorial](#)

[Electronic W-2 Filing User Handbook](#)

[Resubmission Extension Tutorial](#)

[EFW2 Specifications 1.3](#)



**Additional Resources and Information**

# Filing Reminders

If you file 10 or more informational returns, you must file electronically, unless the IRS grants an extension or a waiver. If you are unable to file electronically, you can request a waiver by filing Form 8508.

**January 31st**, is the filing deadline for *both* electronic and paper W-2 forms.

If you are unable to file W-2s with SSA by January 31st, you may request only one 30-day extension with the IRS by completing Form 8809.

# Forms 1099

- SSA-1099: A tax form that Social Security mails each January to people who receive benefits.
- IRS-1099: Information Returns filed through the Internal Revenue Service **not** Social Security.

[SSA-1099 FAQ](#)

[File IRS-1099 with IRIS](#)



# BSO Support

Monday – Friday 7:00 a.m. – 5:30 p.m. ET

## For wage reporting, access, or account registration:

- 1-800-772-6270  
(TTY 1-800-325-0778)
- [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

## For technical support:

- 1-888-772-2970  
(TTY 1-800-325-0778)
- [bso.support@ssa.gov](mailto:bso.support@ssa.gov)



# Employer Services Liaison Officers (ESLO)

## Regions:

Atlanta - Boston - Chicago - Dallas - Denver  
Kansas City - New York - Philadelphia - San Francisco - Seattle

[Ask a Wage Reporting Expert \(ssa.gov\)](http://ssa.gov)

Each of the 10 regions has an ESLO to answer your wage reporting questions.





**Additional  
Customer  
Support**

## **Employer Website**

[www.ssa.gov/employer](http://www.ssa.gov/employer)

## **Access and Registration Resources**

<https://www.ssa.gov/employer/navigate.htm>

## **BSO Welcome Page**

[www.ssa.gov/bso](http://www.ssa.gov/bso)

## **Customer Support for Wage Reporting**

[www.ssa.gov/employer/empcontacts.htm](http://www.ssa.gov/employer/empcontacts.htm)

## **National 800# for Questions Outside of Wage Reporting and BSO**

1-800-772-1213

# We Value Your Feedback

The screenshot shows the Social Security website's Business Services Online (BSO) page. At the top, there is a dark blue navigation bar with the Social Security logo, the text "Social Security", and menu items for "Benefits", "Medicare", and "Card & record". A search bar and a language selector for "Español" are also present. Below the navigation bar, a breadcrumb trail reads "Home > Business Services Online (BSO)".

A light blue informational box contains the following text:

**i Attention Tax Year 2024 Wage Filers**  
Wage reports for Tax Year 2024 are now being accepted. Reminder, Tax Year 2024 wage reports must be filed with the Social Security Administration by January 31, 2025.

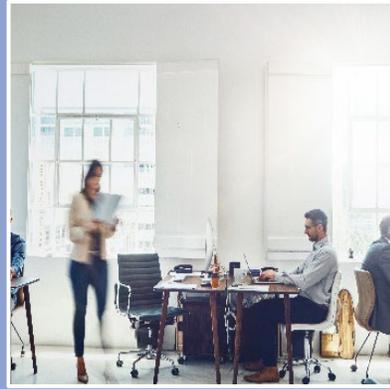
The main heading is "Business Services Online (BSO)". Below it, the text states: "Our [suite of services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorney representatives, and third parties to securely exchange information with us online."

Further down, it says: "You must register and create your own password to access BSO." and "New users can visit the [BSO tutorial](#) for more information."

A section titled "Information you'll need to provide" is partially visible, followed by a plus sign (+).

The heading "Employers" is also visible at the bottom of the page.

A red rectangular box highlights a blue "Feedback" button located on the right side of the page.



# Thank You for Joining us Today

This information is current at the time of the presentation, but Social Security's policy is subject to change. Please visit [SSA.gov/employer](https://www.ssa.gov/employer) for up-to-date information on our programs.