

# Social Security's Fall 2024 Semi-Annual Meeting

*with the IRS and Wage Reporting Community*

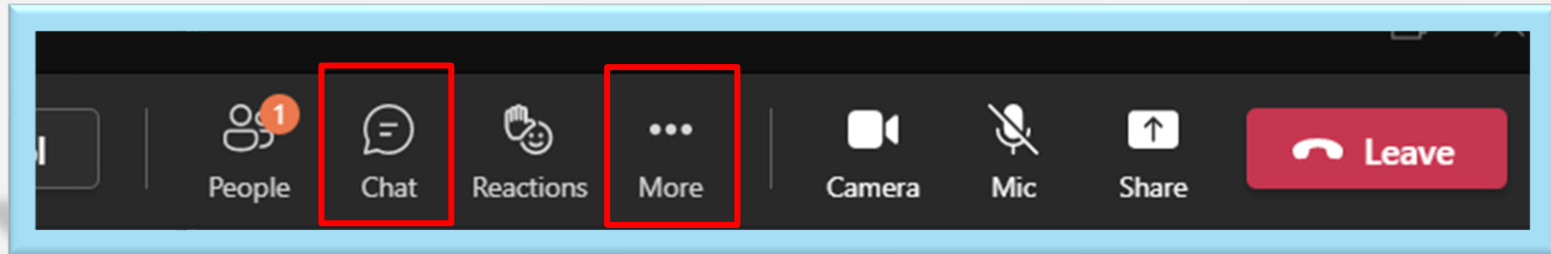
*November 13, 2024*



# Housekeeping

Use the chat window for questions or comments.

Select 'More' for captions.





# Today's Topics

- Welcome
  - Tax Year Reminders
  - Internal Revenue Service (IRS) Resources
  - Business Services Online
  - Helpful Tips
  - Electronic Filing
  - Customer Support
  - Marketing & Communication
  - Q & A
  - Closing
- 

# 2024 Tax Year Reminders

Social Security will begin accepting Tax Year 2024 wage reports on December 9, 2024.

Find everything you need to know for wage reporting on our [What's New](#) page.

Find information about the 2025 Cost-of-Living Adjustment on our [COLA Fact Sheet](#).

# Household Employers

Did you pay a housekeeper, cook, gardener, babysitter, or other household worker at least \$2,700 in 2024?

You must :

- File a W-2 with Social Security.
- Provide each employee with a W-2.

For more information visit: [Household Workers Publication 05-10021](#)

# 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](#)



# IRS Resources

- **E-file information returns and links to additional resources.**

[www.irs.gov/inforeturn](http://www.irs.gov/inforeturn)

- **Filing Information Returns Electronically (FIRE).**

[www.irs.gov/fire](http://www.irs.gov/fire)

- **Information Returns Intake System (IRIS).**

[www.irs.gov/iris](http://www.irs.gov/iris)

- **Monthly meetings hosted by the IRS to support IRIS users.**

[www.irs.gov/e-file-providers/iris-working-group-meetings-and-notes](http://www.irs.gov/e-file-providers/iris-working-group-meetings-and-notes)

# Safeguarding Your Personal Information

## Reminders

- Review your personal my Social Security account.
- Safeguard your Social Security card.
- Change passwords regularly.
- Use multi-factor authentication.

## Resources

- [Identitytheft.gov](https://www.identitytheft.gov).
- [Protect Yourself from Social Security Scams](#).
- [Fraud Prevention and Reporting](#).



# Importance of Accurate Employee Records

Correct names and SSNs:

- Result in more accurate wage reports.
- Save processing costs and reduces the number of W-2c's.
- Give the proper credit to your employees' earnings records.

# Next Steps to Ensure Accuracy

Verify the following:

- Names
- Social Security Numbers (SSNs)

[Social Security Number Verification Service](#)



# What To Do if the SSN Fails

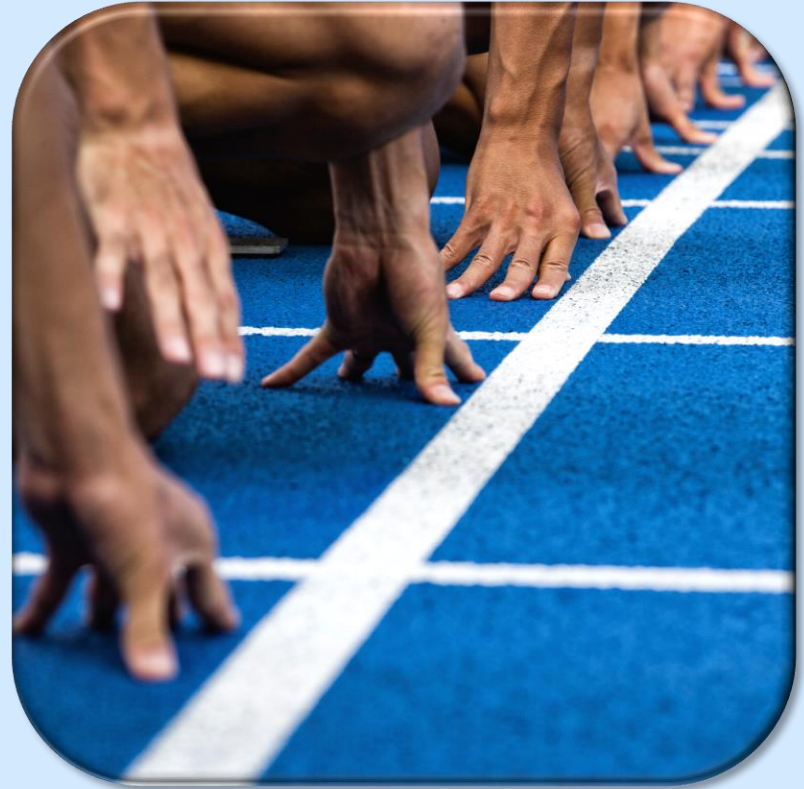
Compare failed SSN to your records.

Have the employee check their Social Security card.

Document your efforts.

Make W-2 corrections as needed.

# **BSO Access and Registration**



# Employer Filing or BSO Welcome Page

The screenshot shows the top navigation bar of the Social Security website. The 'Account' link is highlighted with a red box. Below the navigation bar, the main content area is titled 'Employer W-2 Filing Instructions & Information'. A section titled 'Register to Use Business Services Online' contains a callout box with the text 'Business Services Online' and a list of actions: 'Log In', 'Register or', and 'Complete Phone Registration'. The 'Business Services Online' text in the callout box is highlighted with a red box.

Social Security Benefits Medicare Card & record Search SSA.gov 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

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

The screenshot shows the Business Services Online (BSO) page. The 'Log in' and 'Create account' links are highlighted with red boxes. The page includes a list of actions for employers: 'Report wages', 'View submission and report status', 'Act on resubmission notices', and 'Verify Social Security numbers'. There are also links for 'Employer information', 'Customer support for wage reporting', and 'For questions: employerinfo@ssa.gov'.

Social Security Benefits Medicare Card & record Search SSA.gov

## Business Services Online (BSO)

The [Suite of Services](#) allows organizations, businesses, people, employers, attorneys, non-attorneys representing Social Security claimants, and third parties to exchange information with Social Security securely via the Internet. You must register and create your own password to access BSO.

### Employers

For employers to:

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

[Log in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

[Business Services Online](#)

# Reminders to Create a New Account

- You do **not** need to create a new ID.me or Login.gov credential specifically for Social Security.
- Navigate through the screens carefully.
- Personal information is required for both business and personal accounts.

A screenshot of a sign-in interface. At the top, it says "Create an account with Login.gov" with a blue checkmark icon. Below this are three buttons: a dark blue button with "Sign in with LOGIN.GOV" (where the 'i' in LOGIN.GOV is red), a green button with "Sign in with ID.me", and a blue button with "Sign in with Social Security Username". The background of the screenshot is white with blue and light blue geometric shapes.

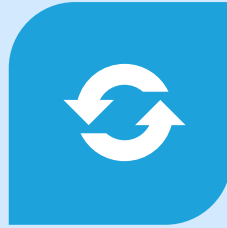
Create an account with Login.gov

Sign in with LOGIN.GOV

Sign in with ID.me

Sign in with Social Security Username

# More Helpful Tips



Check for  
browser  
updates.



Upload clear pictures of  
your driver's license.



Use your full  
legal name.



Clear cache  
and cookies.

# You May Not Be Able to Create an Account if You:

- Recently moved.
- Recently changed your name.
- Blocked electronic access to your personal information.
- Placed a freeze on your credit report.

For help with these issues contact the National 800# (1-800-772-1213) or call your local Social Security office.



# Quick Reference Guides

- [Helpful Tips](#)
- [Here's What BSO Can Do for You](#)
- [How to Register and Get an Activation Code](#)
- [BSO Authentication is Transitioning](#)
- [How to Navigate BSO Access and Registration](#)



# W-2 Filers Without an SSN

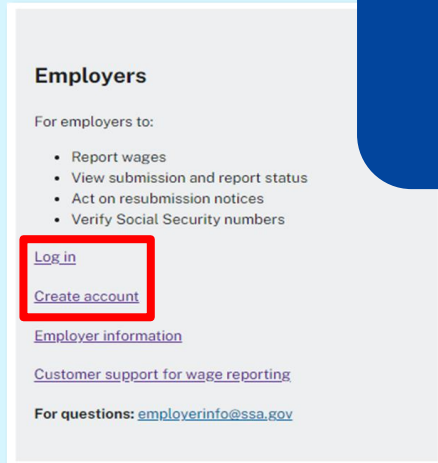
- Can access BSO Employer Services by creating or using an ID.me account regardless if your address is foreign or domestic.
- Can use your Individual Taxpayer Identification Number (ITIN) or passport to verify your identity.
- Visit the [ID.me Help Center](#) for more information.



# Create Your Credential Without an SSN

Visit the [BSO Welcome](#) page to get started.

1. Select 'Log in' or 'Create account' from the Employers box.



**Employers**

For employers to:

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

[Log in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

2. Select 'Sign in with ID.me.'



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

Sign in with  LOGIN.GOV

Sign in with ID.me

Sign in with Social Security Username

# Steps (Continued)

3. Select *'Create an ID.me account'* and follow the prompts.

Sign in to ID.me

New to ID.me?

[Create an ID.me account](#)



4. On the *'Verify your Identity'* screen, select either:

- *'I don't live in the United States'* or
- *'Continue by entering your Individual Taxpayer Identification Number (ITIN)'* if you don't have an SSN.

[I don't live in the United States](#)

Or

Don't have a Social Security number?

[Continue by entering your Individual Taxpayer Identification Number \(ITIN\).](#)

# Changes to How You Access BSO

Soon, you will no longer be able to sign in with your Social Security Username.

- Accounts created before September 18, 2021.
- Requires you to transition to a Login.gov account or to create an account with ID.me.
- No action is needed if you already have a Login.gov or ID.me account.



# How to Transition to Login.gov

1. Sign in with your username and password.
2. Follow the steps to create a Login.gov account.

The following screen will appear in your path after successfully signing in with your username and password.



**To enhance security and identity protection, we are transitioning from Social Security username accounts to Login.gov.**

To avoid service interruptions, please create a Login.gov account or sign in with your existing Login.gov account.

[Learn more about Login.gov](#)

[FAQs: Your account transition questions answered](#)

Create or Sign in with Login.gov

Continue without Transitioning

# Congratulations!



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](#)

# BSO User ID

*'Request a new User ID' and select 'Next' or*

Screenshot of the Social Security BSO User ID request form. The form is titled "Social Security" and "BSO User ID". It contains a dropdown menu labeled "Please select a User ID and EIN" with "--" selected. Below the dropdown is a red-bordered button labeled "Request a new User ID". To the right of the button is the Social Security logo. Below the button are two buttons: "Next" (blue) and "Exit" (white). At the bottom left, there are links for "Privacy and Security", "OMB No. 0960-0789", and "Privacy Polic".

Select a User ID and EIN from the dropdown and select, 'Next.'

Screenshot of the Social Security BSO User ID dropdown menu. The dropdown is titled "Please select a User ID and EIN" and shows a list of options: "--", "--", "User ID xxxxxxxx -- EIN xxxxxxxx", "User ID", "User ID", "User ID", "User ID", and "User ID". The first "User ID" option is highlighted with a blue bar. Below the dropdown are links for "Privacy and Security", "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".



# BSO Main Menu – Without Activated 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

[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](#).

At anytime you can select 'Request New Services.'



# BSO Main Menu – With Activated Services

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**Main Menu** [HELP](#)

JOHN PUBLIC  
[Logout](#)

**Manage Account**

- [View / Edit Account Info](#)

**Manage Services**

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

**Manage Employer Information**

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

**Report Wages To Social Security**  
Test wage files using AccuWage  
Submit, download and print W-2s and W-2cs  
View submission status, errors and error notices for wage reports submitted by or for your company  
Request an extension to resubmit a wage file

**Social Security Number Verification Service**  
Request online SSN verification, or  
Submit files for SSN verification

At anytime you can select 'Request New Services.'



# How to Request New Services

First, select the check box for  
'SSA Services Suite for  
Employers.'



**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.

Then, select your  
desired services.



## Report Wages to Social Security

Requesting access for the Report Wages to Social Security function will allow you to :

- Test wage files using AccuWage,
- Create, print, and submit Forms W-2 and W-2c Online,
- Upload wage submission or resubmission files that are prepared in the Electronic Filing (EFW2/EFW2C) format,
- Acknowledge resubmission request notices and obtain time extensions for submission requests, and
- View Wage Report status.

**Access to the Wage Reporting service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.**

Do you want to report wages to Social Security and/or test wage files using AccuWage?

Yes  No

In addition, do you want to View Wage Report Name/SSN Errors?

Yes  No

< Previous

Next >

# BSO Activation Codes



Mailed



IRS employer  
address




2 weeks

# How to Enter Activation Code(s)

## BSO Main Menu

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

 **Main Menu**

**JOHN PUBLIC**  
User ID:

**Manage Account**

- [View / Edit Account Info](#)

**Manage Services**

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

**Manage Employer Information**

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

Welcome, JOHN PUBLIC

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

**Select this link.**

# Enter the Activation Code(s)

First, enter the activation code from your employer.

The screenshot shows the 'Business Services Online' page for 'JOHN PUBLIC'. The page title is 'Social Security Online Business Services Online' with the URL 'www.socialsecurity.gov'. Navigation links include 'Main Menu', 'Contact Us', 'BSO Information', and 'Keyboard Navigation'. The user's name 'JOHN PUBLIC' is displayed with a 'Log Out' button. The main heading is 'Enter Activation Code(s)'. Below this, there is a text prompt: 'Enter the activation code for any service(s) for which you have requested access and have received an activation code.' A red box highlights the 'Enter Activation Code:' label and the text input field. At the bottom, there are 'Cancel' and 'Activate Service(s)' buttons. On the left side, there are two menu sections: 'Main Menu' 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'.

Then, select 'Activate Service(s).'

# Activation Code(s) Confirmation



 **Enter Activation Code(s) - Confirmation**

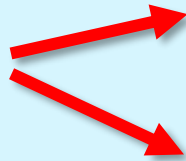
You have successfully activated View Name and Social Security Number Errors.

The service(s) listed are now available from the Main Menu.

[Go to the Main Menu](#)

Your service(s) are now activated. Select '*Go to the Main Menu*' to view your service(s).

You can begin using these services immediately.



Welcome, JOHN PUBLIC

[Report Wages To Social Security](#)  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions  
View errors and error notices for wage files and/or wage reports submitted by or for your company

[Social Security Number Verification Service](#)  
Request online SSN verification, or  
Submit files for SSN verification

# How to Report Wages

## BSO Main Menu

Social Security Online

www.socialsecurity.gov

Business Services Online

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

 **Main Menu**

JOHN PUBLIC  
User ID:

**Manage Account**

- [View / Edit Account Info](#)

**Manage Services**

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

**Manage Employer Information**

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

Welcome, JOHN PUBLIC

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

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





# Choose a Service

Create W-2cs manually.

Upload formatted wage files.

Create W-2s manually.

Test your formatted wage files.

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.

# W-2/W-2c Online

## Features

- Create, save, resume, print, and submit forms.
- Can be used for territorial reports.
- Print copies for employees.

## Reminders

- Print your WFIDs and confirmation.
- No need to submit a W-2c if you're *only* making changes to boxes 15-20.
- No need to send paper forms.
- Submit 50 W-2s and 25 W-2cs.

**IT'S FREE!!**

# W-2/W-3 Online

- Log in to BSO.
- Select '*Forms W-2/W-3 Online.*'
- Select '*Create/Resume Forms W-2/W-3 Online.*'

W-2/W-3 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

[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.

# Creating Your Forms W-2/W-3

- Select the *'tax year'* and *'whom you are filing for.'*
- Follow the steps through the process.

## W-2/W-3 Online Tutorial



### 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:

▶ For whom are you filing?

▶ Please enter the EIN:

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

▶ **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).

---

#### 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?

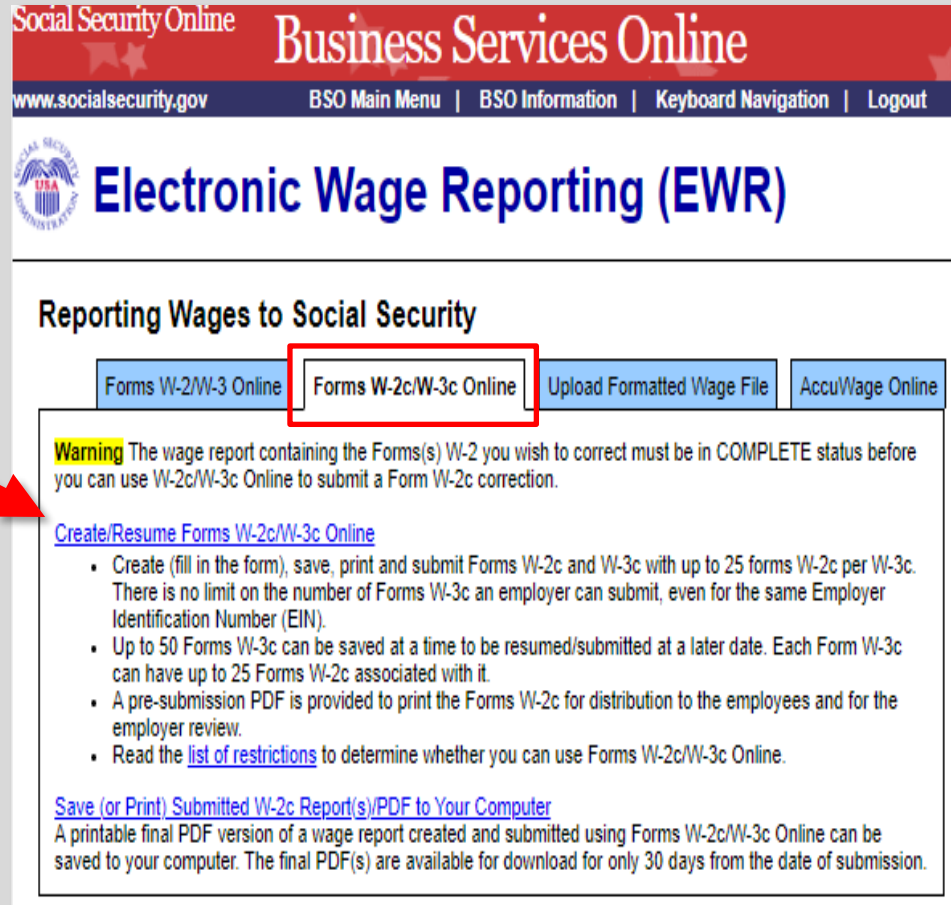
Yes, one or more of these situations apply to this wage report.

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

# W-2c/W-3c Online


- Log in to BSO.
- Select '*Forms W-2c/W-3c Online.*'
- Select '*Create/Resume Forms W-2c/W-3c Online.*'

## 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 Forms(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.

# Make Corrections in W-2c Online

- Select the *'tax year'* and *'whom you are filing for.'*
- Follow the steps through the corrections process.

W-2c/W-3c Online Tutorial



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

---

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

Please answer the following questions:

- ▶ For which tax year is this wage report being corrected?
- ▶ For whom are you filing?
- ▶ 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).

---

### 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".

# Wage File Upload

## Features

- Real-time results.
- Print and sort errors.

## Reminders

- Print your confirmation.
- Include a valid file extension- .txt or .zip.
- Files over 350MB need to be split into smaller files.
- You cannot create a hard copy W-2 from a formatted EFW2 file.

**IT'S FREE!!**

# Upload Formatted Wage File


- Log in to BSO.
- Select *'Upload Formatted Wage File.'*
- Then, select *'Submit a Formatted Wage File.'*

[EFW2 Specifications](#)

[EFW2C Specifications](#)

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.



# What's in the File?

Select either:

- *'W-2/W-3 forms for Tax Year 2023 or previous tax year (EFW2)'*
- *'W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)'*

Then, follow the steps through the process.

Social Security

John Public Sign Out

EWR Home File Upload Help

Formatted Wage File Upload

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 2023 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

[EFW2 Specifications](#)

[EFW2C Specifications](#)

# Submission and Report 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.

#### Submission Notice

**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 Status Tutorial

# 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 12/03/2023, choose Receipt Year 2024):

2024 ▼  
2024  
2023  
2022  
2021

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' or 'Search by WFID.'

Search by Date | **Search by WFID**

You may specify up to five wage 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 12/03/2023, choose Receipt Year 2024):

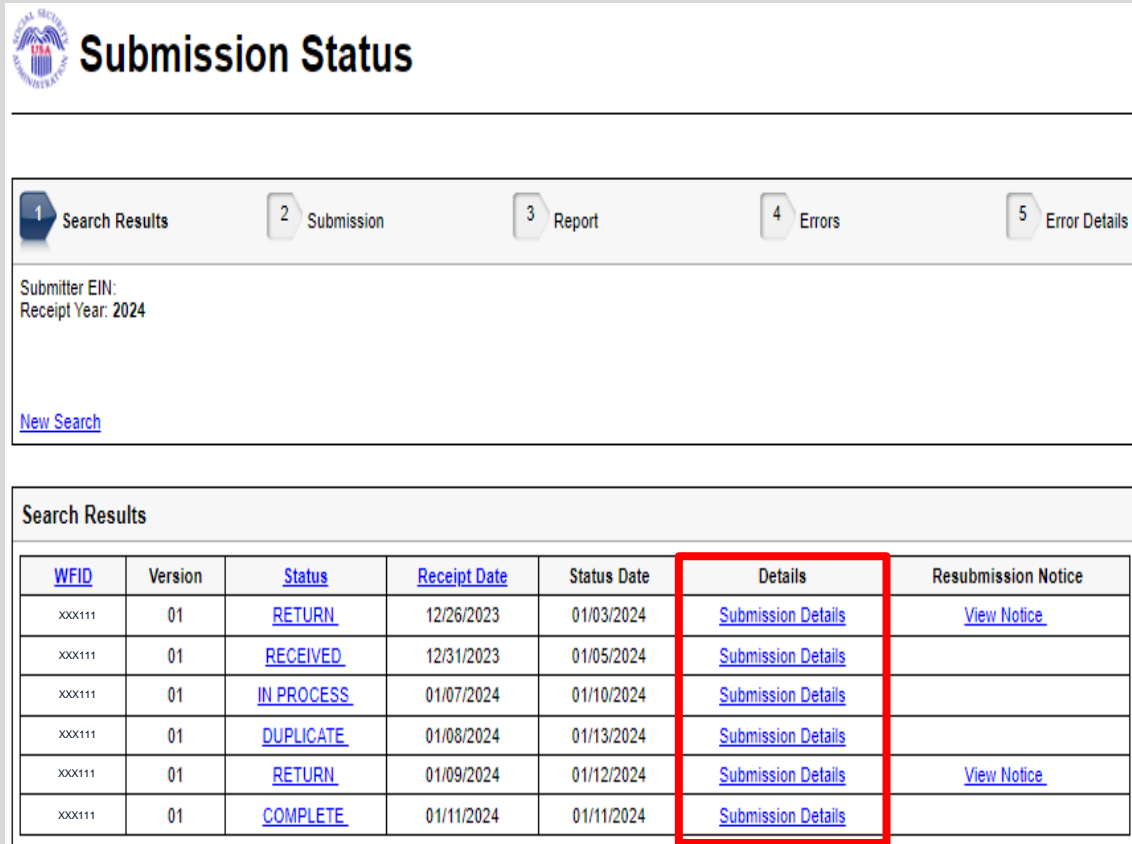
2024 ▼  
2024  
2023  
2022  
2021

Enter WFIDs:

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

Continue Cancel

# How to View Submission Status



The screenshot shows the 'Submission Status' page with the following elements:

- Navigation tabs: 1 Search Results, 2 Submission, 3 Report, 4 Errors, 5 Error Details.
- Metadata: Submitter EIN, Receipt Year: 2024, and a [New Search](#) link.
- Table: Search Results with columns: WFID, Version, Status, Receipt Date, Status Date, Details, and Resubmission Notice.

<a href="#">WFID</a>	Version	<a href="#">Status</a>	<a href="#">Receipt Date</a>	Status Date	<a href="#">Details</a>	Resubmission Notice
XXX111	01	<a href="#">RETURN</a>	12/26/2023	01/03/2024	<a href="#">Submission Details</a>	<a href="#">View Notice</a>
XXX111	01	<a href="#">RECEIVED</a>	12/31/2023	01/05/2024	<a href="#">Submission Details</a>	
XXX111	01	<a href="#">IN PROCESS</a>	01/07/2024	01/10/2024	<a href="#">Submission Details</a>	
XXX111	01	<a href="#">DUPLICATE</a>	01/08/2024	01/13/2024	<a href="#">Submission Details</a>	
XXX111	01	<a href="#">RETURN</a>	01/09/2024	01/12/2024	<a href="#">Submission Details</a>	<a href="#">View Notice</a>
XXX111	01	<a href="#">COMPLETE</a>	01/11/2024	01/11/2024	<a href="#">Submission Details</a>	

Select  
'Submission  
Details.'

# 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: 01/03/2024

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

Then, 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	1	<a href="#">W-3 Details</a>

# How to Delete Received Submissions

 **Submission Status**

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

Submitter EIN:  
Receipt Year: 2024

[New Search](#)

**Search Results**

WFID	Version	Status	Receipt Date	Status Date	Details	Resubmission Notice
XXX111	01	<a href="#">RETURN</a>	12/26/2023	01/03/2024	<a href="#">Submission Details</a>	<a href="#">View Notice</a>
XXX111	01	<a href="#">RECEIVED</a>	12/31/2023	01/05/2024	<a href="#">Submission Details</a>	
XXX111	01	<a href="#">IN PROCESS</a>	01/07/2024	01/10/2024	<a href="#">Submission Details</a>	
XXX111	01	<a href="#">DUPLICATE</a>	01/08/2024	01/13/2024	<a href="#">Submission Details</a>	
XXX111	01	<a href="#">RETURN</a>	01/09/2024	01/12/2024	<a href="#">Submission Details</a>	<a href="#">View Notice</a>
XXX111	01	<a href="#">COMPLETE</a>	01/11/2024	01/11/2024	<a href="#">Submission Details</a>	

First, select  
*'Submission Details.'*

Then, select  
*'Delete This Submission.'*

EFW2 Specifications 1.3


**Submission Details**

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

**Current Status**  
Submission Status: RECEIVED  
Status Date: 01/05/2024

**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](#)







# How to View the Employer Report Status

First, select  
*'Report Details.'*

Then, select  
*'Error Details.'*

Employer Report Status Tutorial

**Employer Report Status**

1 Search Results      2 Report Summary      3 Error Details

**Search Results**

Name: WAGE SUBMISSION COMPANY  
EIN:  
Tax Year: 2023  
Total Reports: 3

Status	Receipt Date	Status Date	Report Method	Report Type	# W-2s/W-2cs	# Errors	Details
<a href="#">COMPLETE</a>	01/02/2024	01/03/2024	W-2 ONLINE	REGULAR	1	No errors	<a href="#">Report Details</a>

**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

First, log in to BSO.

Then, select either:

- *'Resubmit your Formatted Wage File;'*
- *'Request an Extension to File a Resubmission'* on the EWR homepage.

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

[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 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.

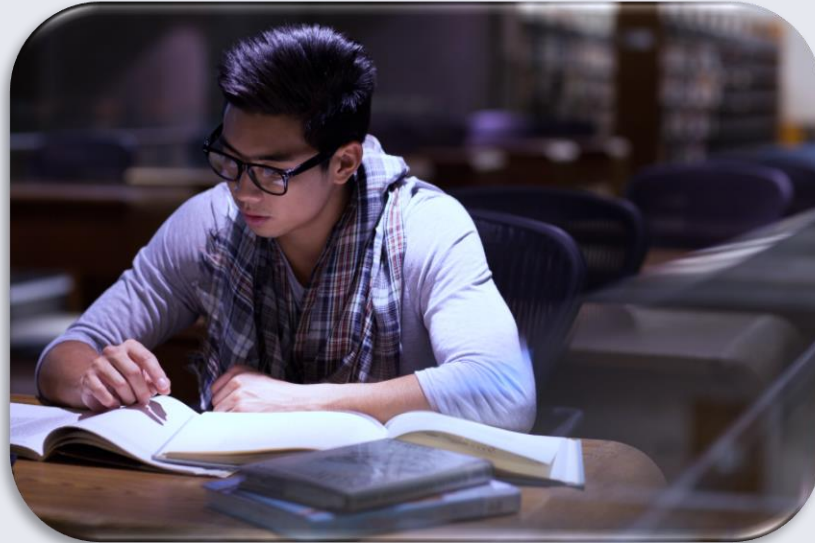
[Request an Extension to File a Resubmission](#)

- 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.

• 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.

# Handbooks and Tutorials

[Business Services Online Tutorial \(ssa.gov\)](https://ssa.gov)



# BSO Support

**New Hours:** 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.



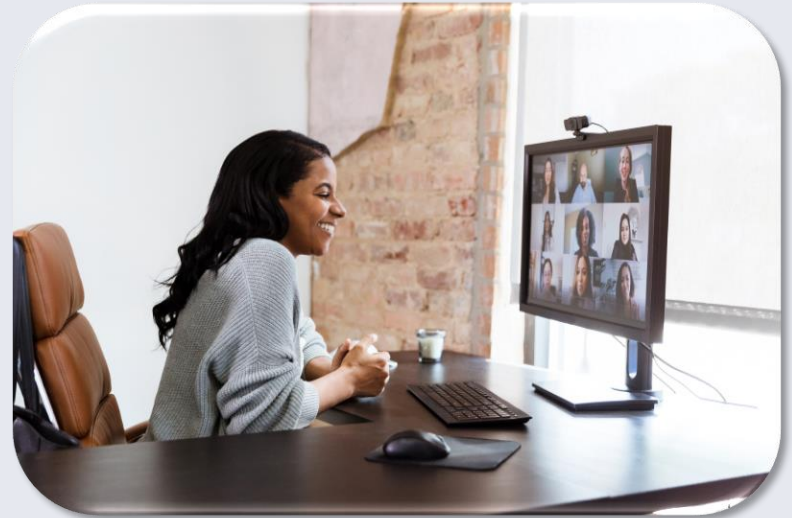
# Customer Outreach and Support

- **Employer Website**  
[www.ssa.gov/employer](http://www.ssa.gov/employer)
- **Wage Reporting Questions or Registration Assistance**
  - 1-800-772-6270 (M-F 7-5:30pm EST)
  - [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)
- **BSO Technical Help**
  - 1-888-772-2970 (M-F 7-5:30pm EST)
  - [bsa.support@ssa.gov](mailto:bsa.support@ssa.gov)
- **BSO Homepage**  
[www.ssa.gov/bsa](http://www.ssa.gov/bsa)
- **Customer Support for Wage Reporting**  
[www.ssa.gov/employer/empcontacts.htm](http://www.ssa.gov/employer/empcontacts.htm)
- **Employer Services Liaison Officers (ESLO)**  
[www.ssa.gov/employer/wage\\_reporting\\_specialists.htm](http://www.ssa.gov/employer/wage_reporting_specialists.htm)
- **National 800# for Questions Outside of Wage Reporting and BSO**  
1-800-772-1213

# Meetings and Webinars

You can view:

- Meeting details.
- Webinars.
- Questions and answers.



[Wage Reporting Community Meetings and Webinars](#)

# Marketing and Communication



**Email Blasts**



**Future Webinars**

Information and registration will be available on [Employer W-2 Filing Instructions & Information](#)





Questions?

# Thank You for Joining Us Today



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