

Working Electronically with the Social Security Administration – Filing Forms W-2/W-3 and Verifying Names and Numbers

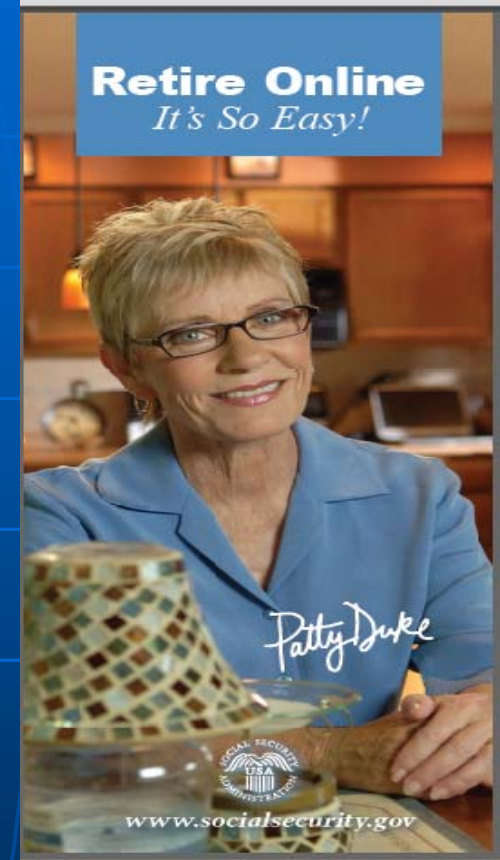


Mark Ruley
mark.ruley@ssa.gov
410-965-0371

Tom Bricker
tom.bricker@ssa.gov
410-965-5273

Apply Online for Benefits

- Estimate Your Benefit
- Start Your Application, and
- Continue completing an application you already started.



It's so easy! Just go to www.socialsecurity.gov/retireonline

Business Services Online

- Register for a User ID and password
- File W-2s
 - Upload Wage File
 - W-2 Online
 - W-2C Online
- Notices via e-mail
- Acknowledge notices
- Verify Employee Names and SSNs

SSA Employer Page

www.socialsecurity.gov/employer

Social Security Online

www.socialsecurity.gov

Employer W-2 Filing Instructions & Information

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Employer W-2 Filing Instructions & Information



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[Información para el empleador en Español](#)

Employer Information Directory

[Employer W-2 Filing Page](#)

[Do You Really Need to See the Card?](#)

[How to File W-2s](#)

[Information and Instructions to Verify Social Security Numbers Online](#)

[Forms & Publications](#)

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[Information for Software Developers](#)

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BEFORE YOU FILE

[First Time Filers](#)

[Returning Filers](#)

[CPAs, Accountants & Enrolled Agents](#)

ELECTRONIC W-2 FILERS

[Electronically File Your W-2s](#)

[Learn How to E-File Using Business Services Online](#)

[Electronic W-2 Filing Handbook](#)

[E-Filing Format](#)

[Form W-2/W-3 Instructions](#)



[Form W-2c/W-3c Instructions](#)



SOCIAL SECURITY NUMBER VERIFICATION SERVICE (SSNVS)

[Verify SSNs Online](#)

[Learn How to Use SSNVS](#)

[Telephone Number Employer Verification \(TNEV\)](#)

PAPER W-2 FILERS

[How to File](#)

[Where to File](#)

[Form W-2/W-3 Filing Instructions](#)



[Form W-2c/W-3c Instructions](#)



[Instructions for Private Printing of Forms W-2/W-3 \(IRS Publication 1141\)](#)



DISKETTE/TAPE/CD/CARTRIDGE W-2 FILERS

[Social Security No Longer Accepts Magnetic Media](#)

RECONCILIATION PROCESS

[File Your Benefits Online](#)

In the News

[Change to Phone SSN Verification](#)

[Registration Reminders](#)

[2009 Wage Base Announced](#)

[TY 2009 EFW2 & EFW2C](#)

[2009 Paper Forms W-2 & Instructions](#)

[Special Wage Payments](#)

[SSA/IRS Reporter](#)

[SSNVS News](#)

[W-2 News - Subscribe Today!](#)

[e-Newsletter for Small Businesses - Subscribe Today!](#)

Resources

[Contact the Experts](#)

[CPA Publication](#)

[Have a Small Business?](#)

[Critical Links](#)

[Farmers, Growers and Crew Leaders](#)

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[If You Do Business Abroad](#)

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BSO Welcome Page

Social Security Online

Business Services Online

www.socialsecurity.gov

Home

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Online Services Availability

Monday-Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET



Business Services Online

Welcome to Business Services Online

[BSO HELP](#)

DON'T USE YOUR BROWSER'S BACK BUTTON

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete Phone Registration" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer information.

[Informacion para el Empleador en Espanol](#)

BSO Information

- [BSO Electronic W-2 Filing Handbook](#)
- [Tutorial](#)
- [Suite of Services](#)
- [Navigation](#)
- [Online Security Policy](#)

Wage Reporting

Social Security

- [Frequently Asked Questions](#)
- [Employer W-2 Filing Instructions & Information](#)
- [W-2 News - Subscribe Today!](#)
- [Contact Us](#)

Internal Revenue Service

- [IRS Employment Tax & W-2 Requirements](#)
- [Apply For EIN](#)

SSN Verification

- [SSNVS Handbook](#)

Other Governmental & Employment Links

- [The Privacy Act and the Freedom of Information Act](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification News](#)
- [Form SSA-1694 News](#)

Attention All BSO Users

Due to maintenance activities scheduled for Sunday, April 18, 2010, you may encounter unpredictable results when attempting to use Business Services Online. If you experience a problem, please try again Sunday after 8 AM ET. We apologize for any inconvenience.

Log in to Business Services Online here

Log In

New user? Register for Business Services Online here

Register

Complete Phone Registration [what is this?](#)

Complete Phone Registration

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

What do I do first?

Register!

- **User ID = the electronic signature of the person (not the company) attesting to the proper use of the service**
- **User ID = allows a person access to use Business Services Online (BSO)**
- **Do not use your EFTPS PIN or another person's User ID**

Registration Process

- Provide registration information (you the user)
- Choose your own password
- Answer forgot password questions (5)
- Receive your User ID
- Choose your role(s)
- Employer information collected based on roles
- Letter to user
- Letter to employer with Activation Code*
 - * Employer gives Activation Code to User
- User inputs Activation Code(s)

Additional Registration Information

- **User IDs valid indefinitely**
- **PASSWORDS valid for 90 days**
 - Passwords can be updated at next login
 - Online forgot password questions (3 of 5)
- **Requestors' data authenticated against SSA data before a User ID is issued**
- **Exception process for data that cannot be processed – Contact Employer 800 Number (1-800-772-6270)**

What's In It For You



- **Extended due date – March 31st**
- **Immediate receipt**
- **Faster processing**
- **Fewer errors**
- **More services**
- **Less costly to employers and SSA**

Submit, download or process W-2s and W-2cs

- Upload EFW2 or EFW2C file
 - Prepared by your software
 - Proprietary SSA format
 - For large or small filers
- W-2/W-2C Online
 - Ideal for small filers or special needs
 - *No forms or tax software required!!!*
 - Blank W-2 displayed via Internet
 - Fill in screens (up to 20 W2s, 5 W2Cs)
 - Save up to 50 W-2 and 50 W-2C online reports
 - Name/SSN verification immediately
 - W-3/W-3C totaled for your records
 - Employee Copies (.pdf) too!
- Both use March 31 e-file deadline

What is SSNVS?

- Allows employers to verify the name and SSN of a hired employee with Social Security (SSA) over the Internet
- **Cannot be used for tax filing purposes**
- Only tells you if name & Social Security number match SSA's records – not identity
- 6 possible “No-Match Codes” returned
- Provides an indicator if Social Security number belongs to a deceased person
- SSNVS registration also allows you to verify names and SSNs over the telephone
1-800-772-6270 or 1-800-772-1213

Two Methods for using SSNVS

- **Direct keying onto SSA's website**
 - **Key up to 10 names/SSNs with immediate results**
 - **Can key multiple screens**
- **Upload file**
 - **Can upload up to 250,000 SSNs per file**
 - **Next business day results**

Possible Mismatch Codes

VERIFICATION CODES

1 = SSN not in file (never issued to anyone)

2 = Name and DOB match, gender code does not match

3 = Name and gender code match; DOB does not match

4 = Name matches, DOB and gender code do not match

5 = Name does not match, DOB and gender code not checked

6 = have employee contact the local security office for more information

DECEASED (PER SSA RECORDS)

If Social Security records indicate any of the names and SSNs submitted for verification belonged to deceased individuals, the page will display a table with the information pertaining to these requests.

What To Do If An SSN Fails Verification

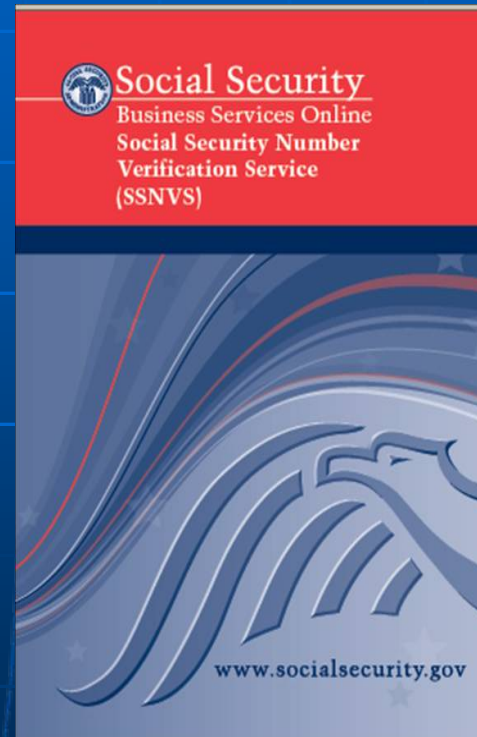
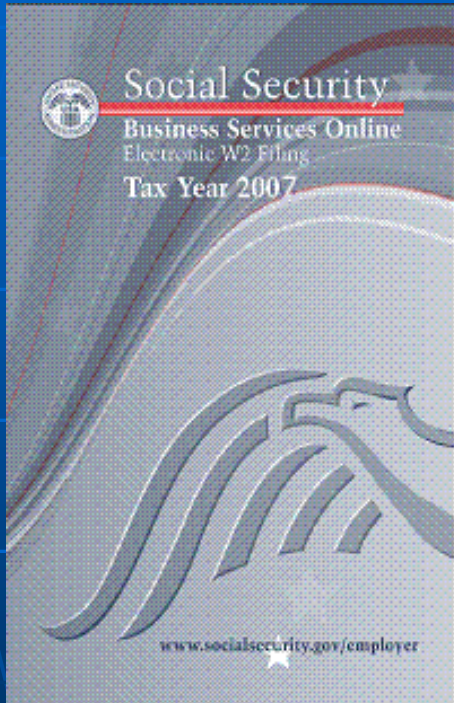
- Compare submitted information
- Ask employee to verify the information /
View Social Security card
- Ask employee to check with any local
Social Security office
- Document your efforts

Reminders!

- A mismatch is not a basis, in and of itself, for you to take any adverse action against an employee, such as laying off, suspending, firing, or discriminating.
- Company policy should be applied consistently to all workers.
- Any employer that uses the mismatch information to take adverse action against a worker may violate State or Federal law.
- The information from SSNVS does not make a statement regarding a worker's immigration status.

Additional Information

www.ssa.gov/employer/bsohbnew.htm



www.ssa.gov/employer/ssnvs_handbk.htm

SSA Contacts

- **Employer Website**
www.socialsecurity.gov/employer
- **Business Services Online (BSO)**
www.socialsecurity.gov/employer/bsowelcome.htm
- **Employer Reporting Assistance**
1-800-772-6270
- **BSO Technical Assistance**
1-888-772-2970
- **Employer Services Liaison Officers**

Social Security Regional Employer Services Liaison Officers

EMPLOYER REPORTING SERVICE CENTER:

1-800-772-6270

Boston-CT, ME, MA, NH, RI, VT

Regina Bachini

617-565-2895 / Fax: 617-565-4814

regina.bachini@ssa.gov

Kansas City-IA, KS, MO, NE

Kelli Chappelow

816-936-5657 / Fax: 816-936-5951

kelli.chappelow@ssa.gov

New York-NJ, NY, PR, VI

Tyrone Benefield

212-264-1117 / Fax: 212-264-2071

tyrone.s.benefield@ssa.gov

Denver-CO, MT, ND, SD, UT, WY

Carolyn Sykes

303-844-2364 / Fax: 303-844-4280

carolyn.sykes@ssa.gov

Philadelphia-DE, DC, MD, PA, VA, WV

Frank O'Brien

215-597-4632 / Fax: 215-597-2989

frank.obrien@ssa.gov

Dallas-AR, LA, NM, OK, TX

Deborah Forsythe

866-592-2802 ext 11213 / Fax 281-590-1324

debbie.forsythe@ssa.gov

Atlanta-AL, FL, GA, KY, MS, NC, SC, TN

Kirk Jockell

404-562-1315 / Fax: 404-562-1313

kirk.jockell@ssa.gov

San Francisco-AZ, CA, GU, HI, NV, AS

Bill Brees

510-970-8247 / Fax: 510-970-8101

bill.brees@ssa.gov

Chicago-IL, IN, MI, MN, OH, WI

Paul Dieterle/Pat Hayes

312-575-4244 / Fax: 312-575-4245

paul.dieterle@ssa.gov

patricia.a.hayes@ssa.gov

Seattle-AK, ID, OR, WA

Tim Beard

206-615-2125 / Fax: 206-615-2643

tim.beard@ssa.gov