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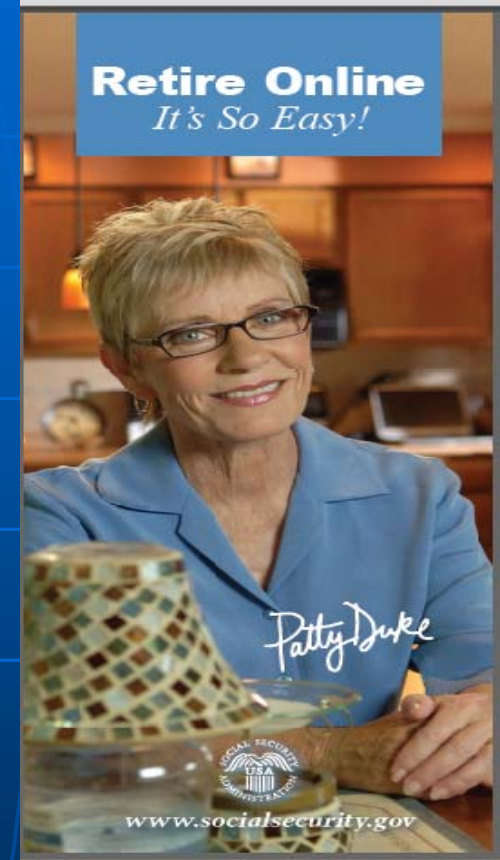
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Apply Online for Benefits

- **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 <u>Employee</u> Names and SSNs**

SSA Employer Page

www.socialsecurity.gov/employer

BSO Welcome Page

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
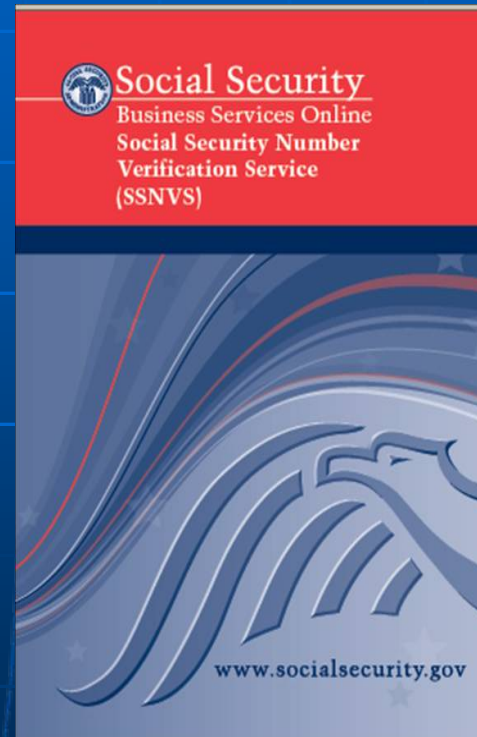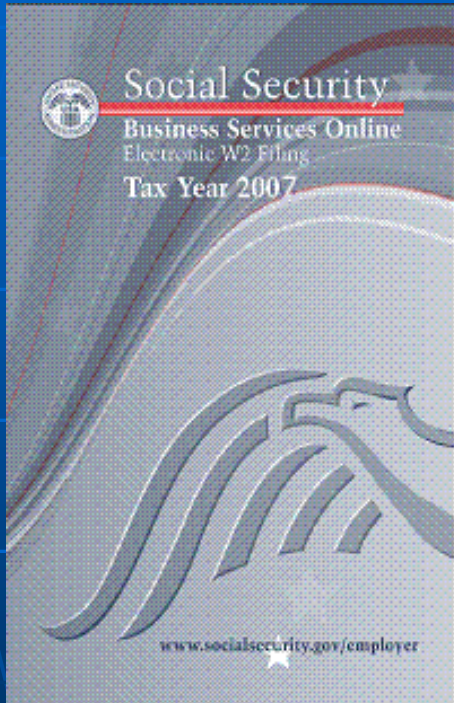
www.ssa.gov/employer/ssnvs_handbk.htm

SSA Contacts

- **Employer Website www.socialsecurity.gov/employer**

- **Business Services Online (BSO) www.socialsecurity.gov/employer/bso/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

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