

Guía del BSO para el año tributable 2011

Servicio de verificación de números de Seguro Social (SSNVS, siglas en inglés)

Contiene las siguientes lecciones:

- [Cómo pedir una verificación de números de Seguro Social por Internet](#)
- [Cómo presentar un archivo electrónico para verificación de números de Seguro Social](#)
- [Cómo ver información de estado de la presentación y recuperación](#)
- [Cómo ver el manual de Servicio de verificación de número de Seguro Social](#)

LECCIÓN 1: CÓMO PEDIR VERIFICACIÓN DE UN NÚMERO DE SEGURO SOCIAL POR INTERNET

| Los usuarios registrados (empleadores y ciertos terceros partidos) pueden verificar hasta 10 nombres y números de Seguro Social (SSN, siglas en inglés para el número de Seguro Social) por Internet y recibir resultados inmediatos.

NOTA:

Para obtener acceso al Servicio de verificación de número de Seguro Social (SSNVS) los usuarios deben inscribirse con el « Integrated Registration Services» (Servicio de inscripción integrado – IRES, siglas en inglés) primero y recibir un número de identificación de usuario (User ID) y contraseña.

Para obtener acceso al SSNVS, después de inscribirse, siga los siguientes pasos:

PASO 1: Dirija su navegador a la página titulada, «Business Services Online (BSO) Welcome» (Bienvenido a los Servicios por Internet para Empresas – BSO, siglas en inglés): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el botón que lee, «**Log In**» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará en pantalla la página titulada, «Log In to Online Services» (Ingrese a nuestros servicios por Internet).

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

PASO 4: Seleccione el encasillado que lee, «I have read & agree to these terms» (He leído y estoy de acuerdo con las condiciones de uso) para indicar que ha leído la declaración de condiciones para el usuario y que está de acuerdo con su contenido. Luego, seleccione el botón que lee, «**Login**» (Ingrese). Éste mostrará la página de Internet de BSO titulada, «Main Menu » (Página principal).

NOTA:

Para regresar a la página inicial del BSO, pulse el enlace que lee «**BSO Welcome**» (Bienvenido al BSO).

PASO 5: Seleccione el enlace que lee, «**Social Security Number Verification Service**» (Servicio de verificación de número de Seguro Social).

Social Security Number Verification Service (Servicio de Verificación del Número de Seguro Social)

Request online SSN verification (solicite la verificación del número de Seguro Social por Internet), o
Submit files for SSN verification (envíe archivos para la verificación del número de Seguro Social)

El sistema mostrará en pantalla la página de opciones de tareas titulada, «Social Security Number Verification Service».

Social Security Online **Business Services Online**
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Social Security Number Verification Service [HELP](#)

MARY VALIDATOR

Request Online SSN Verification
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

View Status and Retrieval Information
View the current status of a submission.

View Social Security Number Verification Service Handbook
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

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](#)
- [Remove Employer Information](#)

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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PASO 6: Seleccione el enlace que lee, «**Request Online SSN Verification**» (Solicitar verificación del número de Seguro Social por Internet) (Para regresar a la página principal de BSO, seleccione el botón que dice BSO Main Menu).

Request Online SSN Verification (Solicitar Verificación del SSN por Internet)
Ingrese manualmente y envíe hasta 10 números de Seguro Social y nombres para ser verificados por el Seguro Social. Los resultados se muestran inmediatamente para ser revisados.

El sistema mostrará en pantalla la página titulada, «SSNVS Attestation» (Certificación de solicitud de SSNVS).



Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

SSNVS Attestation

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third-Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

PASO 7: Seleccione el botón que lee, «**I Accept**» (Acepto) para indicar que ha leído la declaración de condiciones para el usuario del SSNVS y que está de acuerdo con su contenido. Entonces el sistema mostrará la página de SSN Verification (Verificación del número de Seguro Social). (Para regresar a la página principal del BSO, pulse en el botón que lee **I DO NOT Accept (No acepto)**).

Social Security Online
Business Services Online

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Social Security Number Verification System (SSNVS)

SSNVS Help

SSN Verification

Name: MARY VALIDATOR

Please enter the following information for each employee you would like to verify. Mandatory fields are indicated by an *. Field specific help is available by selecting the underlined links below.

Please Note:

- Effective 09/24/11, gender is no longer used as part of the SSN verification process.
- All verified, unverified and deceased records will be returned.
- in the event SSNVS may not be able to process your request, you will be given two (2) options:
 - Overnight Processing - saves the data you entered to a file for overnight processing and displays a confirmation number on the Confirmation page that you will need to check the status of your request
 - BSO Main Menu - cancels the request and any data you entered on the SSN Verification form is not saved

* Employer's EIN The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.

	<u>* SSN</u> <small>(999999999)</small>	<u>* First Name</u>	<u>Middle Name</u>	<u>* Last Name</u>	<u>Suffix</u>	<u>Date of Birth</u> <small>(MMDDYYYY)</small>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.

This page contains confidential information. Please keep the printed / saved page in a secure place.

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.

PASO 8: En el encasillado que lee, «Employer's EIN» (Número de identificación del empleador), ingrese el EIN del empleador bajo el cual está informando los salarios para los nombres y números de Seguro Social que está verificando. Llene una (1) fila por cada nombre y número de Seguro Social que desea verificar. Debe llenar todos los encasillados requeridos en por lo menos una (1) fila antes de seleccionar el botón que lee, «**Submit**» (Presentar).

NOTA:

- Los espacios que debe llenar para el EIN, número de Seguro Social, nombre y apellido del empleador, son obligatorios.
- Los espacios designados para el «Middle Name» (segundo nombre), «Suffix» (sufijo), «Date of Birth» (fecha de nacimiento, DOB, siglas en inglés) y «Gender»(género) son opcionales.

PASO 9: Seleccione el botón que lee «**Submit**» (Presentar) para procesar la información. (De lo contrario, seleccione el botón que lee, «**Clear Form**» (suprimir el formulario) para borrar toda la información. El sistema mostrará los resultados de la página titulada, «SSN Verification Results» (Resultados de la verificación de números de Seguro Social).

Social Security Online
Business Services Online

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Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

SSN Verification Results

Employer's EIN: **010000000** Name: **JOHN BENT**

Records Submitted: **4**

Failed: **4**

Verified Records: **0**

The following table displays your submitted results. The first column indicates if the submitted record verified, failed or employee is deceased. The first five digits of the SSN will be masked for verified records and records with a verification results code of 3 or 6.

- Failed** - Data does not match Social Security Administration's records. Select [What to do if an SSN Fails to Verify](#) for more information.
- Deceased** - Data matches Social Security Administration's records, and our records indicate that the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security field office. Select [Field Office Locator](#) to find the office nearest you.
- Verified** - Data matches Social Security Administration's records.

Results	SSN	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Verification Results
Failed	449490703	KELLEY	RAE	REYNOLDS	-	10201965	1
Failed	085767000	SYLVESTER	-	WILLIAMS	-	08031955	1
Failed	309902002	THOMAS	EDWARD	NIESE	-	02201978	1
Failed	240215300	MELISSA	CAROL	MILLER	-	05271977	5

Verification Results	
Code	Description
1	SSN not in file (never issued).
5	Name does not match, DOB not checked.

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Esta página mostrará:

- Opciones de tareas a la mano izquierda - Número de identificación del empleador (EIN), el número total de registros presentados, el número total de verificaciones que no se pudieron procesar, el número total de personas fallecidas y el número total de registros verificados.
- Resto de la pantalla – La información presentada por el usuario junto con los códigos que explican los resultados.

NOTA:

Si ocurren problemas con esta verificación, el sistema mostrará la página titulada, «Convert to Batch» (Convertir en lote para procesarlos). Seleccione el botón que lee, «Overnight» (de un día para otro) y el Seguro Social procesará su pedido y le enviará los resultados dentro de dos (2) días laborables. Para obtener más información, siga las instrucciones en la [LECCIÓN 2: Cómo presentar un archivo electrónico para verificación del número de Seguro Social](#).

PASO 10: El número de Seguro Social (SSN) presentado para verificación concuerda con los registros del Seguro Social.

El usuario verá un «-» en el campo de «Verification Results» (resultados de verificación).

NOTA:

Por razones de seguridad, si el registro tiene un resultado de verificación de «-», los primeros cinco (5) números del Seguro Social se ocultarán con una «X».

PASO 11: El número de Seguro Social «SSN» presentado para verificación concuerda con los registros del Seguro Social pero nuestros registros indican que la persona ha fallecido.

El usuario verá la palabra «Deceased» (fallecido) en la columna de resultados y un «-» en la columna que lee, «Verification Results» (resultados de verificación).

PASO 12: Si algunos números de Seguro Social no pudieron ser verificados, el número en la columna que lee, «Verification Results» mostrará la razón por qué no se pudo verificar.

Los siguientes códigos describen los resultados de verificación que han fallado:

- 1 El número de Seguro Social no se encuentra en nuestros registros (nunca se emitió).
- 2 El nombre concuerda; la fecha de nacimiento no concuerda.

3 El nombre no concuerda; no se verificó la fecha de nacimiento.

4 El número de Seguro Social no verificó; otra razón.

NOTA:

Por razones de seguridad, si el registro tiene un resultado de verificación con códigos de 2 ó 4, los primeros cinco (5) números del Seguro Social se ocultarán con una «X».

*Si la información no concuerda con los registros del Seguro Social, seleccione el enlace que lee, «**What to do if an SSN fails to verify**» (Qué hacer si los nombres o números de Seguro Social no concuerdan) para ver una información importante.*

PASO 13: Pulse en el enlace que lee, «**Verify More SSNs**» para verificar otros números de Seguro Social. (Para regresar a la página de opciones de tareas del BSO, seleccione el enlace que lee, «**BSO Main Menu**».)

LECCIÓN 2: CÓMO PRESENTAR UN REGISTRO EN FORMATO ELECTRÓNICO PARA VERIFICACIÓN DE LOS NÚMEROS DE SEGURO SOCIAL

Siga las instrucciones a continuación para subir un registro que contiene los nombres y números de Seguro Social para ser verificados por la Administración del Seguro Social. Por lo general, los resultados están disponibles el próximo día laborable del gobierno.

PASO 1: Dirija su navegador a la página de Internet titulada, «Business Services Online Welcome» (Bienvenido a los servicios por Internet para empresas): www.segurosocial.gov/bsowelcome.htm. (Sólo disponible en inglés.)

PASO 2: Seleccione el botón que lee, «**Log In**» (Ingrese) en la página de bienvenida de BSO. El sistema mostrará en pantalla la página titulada, «Log In to Online Services page» (Ingrese al BSO).

PASO 3: Ingrese su «User ID» (número de identificación del usuario) y contraseña.

PASO 4: Seleccione el encasillado que lee, «**I have read & agree to these terms**» (He leído y acepto las condiciones de uso) para indicar que ha leído la declaración de condiciones para el usuario y está de acuerdo con lo que dice. Pulse en el botón que lee, «**Log In**». (Para regresar a la página inicial del BSO, pulse en el enlace que lee, «**BSO Welcome**»). El sistema mostrará en pantalla la página de opción de tareas titulada, «Main Menu».

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

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Manage Services

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- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

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

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[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

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

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PASO 5: Seleccione el enlace titulado, «Social Security Numbers Verification Service» (Servicio de verificación de números de Seguro Social).

Social Security Number Verification Service (**Servicio de Verificación del Número de Seguro Social**)

Request online SSN verification (solicite la verificación del número de Seguro Social por Internet), o
Submit files for SSN verification (envíe archivos para la verificación del número de Seguro Social)

El sistema mostrará en pantalla la página de opciones de tareas titulada, «Social Security Numbers Verification Service» (Servicio de verificación del número de Seguro Social).

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Social Security Number Verification Service [HELP](#)

MARY VALIDATOR

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Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)
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PASO 6: Seleccione el enlace que lee, «**Submit an Electronic File for SSN Verification**» (Presentar un registro electrónico para verificación del número de Seguro Social).

(Para regresar a la página de opciones de tareas del BSO titulada, «Main Menu», pulse en el botón que lee, «**BSO Main Menu**»).

Submit an Electronic File for SSN Verification (**Presentar un registro electrónico para verificación del número de Seguro Social**)

Presente un registro que contiene los nombres y números de Seguro Social para ser verificados por el Seguro Social. La información en el registro debe estar en el format correcto.

El sistema mostrará en pantalla la página titulada, «SSNVS Attestation» (confirmación del SSNVS).



Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

SSNVS Attestation

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- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
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- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

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- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
 - I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
 - I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;
- or
- I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

PASO 7: Seleccione el botón que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «SSNVS Attestation». El sistema mostrará en pantalla la página titulada «Submit a File for SSN Verification – Before You Start » (Presentar un registro electrónico para verificación del número de Seguro Social – Antes de que comience). (Para regresar a la página de opciones de tareas, pulse en el botón que lee, «**I DO NOT Accept**» (No Acepto)).

The screenshot shows the 'Business Services Online' header with the Social Security Administration logo and navigation links. The main heading is 'Social Security Number Verification System (SSNVS)'. Below it is a 'SSNVS Help' button. The page title is 'Submit a File for SSN Verification - Before You Start'. The user's name is listed as 'JOHN BENT'. A progress bar shows three steps: '1. Before You Start', '2. Submit Your File', and '3. Confirmation'. The current step is '1. Before You Start'. The text provides instructions for file submission, including a list of bullet points: 'Review your file(s) for correct formatting', 'Do NOT send an Excel Spreadsheet', and 'Zip Your File'. At the bottom, there are 'BSO Main Menu' and 'Continue' buttons, and a footer with contact information.

PASO 8: Seleccione el botón que lee, «**Continue**» (Continuar) después de leer la información en la página titulada, «Submit a File for SSN Verification – Before You Start». El sistema mostrará en pantalla la página titulada, «Submit a File for SSN Verification – Submit Your File» (Presente un registro para verificación del número de Seguro Social – Presente su registro).

(Para regresar a la página de opciones de tareas, pulse en el botón que lee, «**BSO Main Menu**».)

Social Security Online **Business Services Online**
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 **Social Security Number Verification System (SSNVS)**

[SSNVS Help](#)

Submit a File for SSN Verification - Submit Your File

Name: MARY VALIDATOR

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. Confirmation

2. Submit Your File

- First, enter the Employer's EIN. (Also select a Submitter's EIN if required.)
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

* **Employer's EIN** The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.
(9 9 9 9 9 9 9 9)

Select file

Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your file submission is complete.

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.

PASO 9: Ingrese el número de identificación del empleador (EIN) bajo el cual se están informando los salarios para los nombres y números de Seguro Social que se están verificando. Si sabe el nombre del registro que quiere subir, escriba el nombre del archivo en el encasillado que lee, «**Select file**» (seleccione el registro) o seleccione un registro de su directorio o red local pulsando en el botón que lee, «**Browse**» (oíear).

Consejos:

- *El registro no debe contener más de 250,000 pedidos de verificación de números de Seguro Social.*
- *Si tiene más de 500 pedidos de verificación de números de Seguro Social o tiene una conexión de Internet lenta, recomendamos que comprima su registro usando el WinZip, PKZIP, u otro programa de comprimir compatible.*

PASO 10: Seleccione el botón que lee, «**Submit**» (Presentar). Aparecerá en pantalla una ventanilla que leerá, «File Upload in process...» (procedimiento en progreso).



Una vez que el archivo se haya trasferido, el sistema mostrará la página de confirmación titulada «Submit a File for SSN Verification – Confirmation».

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 **Social Security Number Verification System (SSNVS)**

[SSNVS Help](#)

Submit a File for SSN Verification - Confirmation

Name: MARY VALIDATOR

Steps: 1. [Before You Start](#) 2. [Submit Your File](#) 3. **Confirmation**

3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.

Confirmation Number assigned by SSA: **12C7AED46D4F103D**

Date: 11/23/2010 05:49 PM Eastern Time Your file name: good_data.bt Assigned file name: 12C7AED46D4F103D_F790017E File size: 1,846 bytes (1.8 Kb)

What You Should Do Next:
Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

What to expect:
You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

Thank you for submitting your file using Business Services Online.

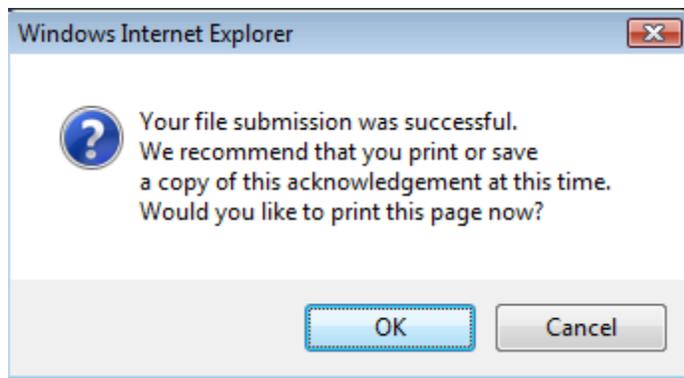
[BSO Main Menu](#) [Submit Another File](#)

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.

Consejos:

Asegúrese de anotar el número de confirmación. Lo necesitará para mantenerse al día de lo que está sucediendo con el registro que presentó.

PASO 11: Seleccione el botón que lee, «OK» en la ventanilla que aparecerá en pantalla para imprimir la página de confirmación titulada, «Submit a File for SSN Verification – Confirmation».



De lo contrario, seleccione el botón que lee, «**Cancel**» (cancelar) para cerrar la ventanilla.

PASO 12: Seleccione el botón que lee, «**Submit Another File**» (presente otro registro) para presentar otro registro o pulse en el botón que lee, «**BSO Main Menu**» para regresar a la página de opción de tareas del BSO.

LECCIÓN 3: CÓMO VER EL ESTADO DEL REGISTRO E INFORMACIÓN SOBRE EXTRACCIÓN DEL MISMO

Siga las siguientes instrucciones para ver el estado actual de los registros electrónicos presentados para que se procesen de un día para otro.

PASO 1: Dirija su navegador de Internet a la página inicial del BSO titulada, «BSO Welcome» (Bienvenido a los Servicios por Internet para empresas):

www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Seleccione el botón que lee, «**Log In**» (Ingrese). El sistema mostrará en pantalla la página titulada, «Log In to Online Services» (ingrese al BSO).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

Online Services Availability

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

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files

I have read & agree to these terms.

Log In

www.socialsecurity.gov

PASO 3: Ingrese su «User ID» (identificación del usuario) y contraseña.

PASO 4: Seleccione el encasillado que lee, «**I have read & agree to these terms**» (He leído y acepto las condiciones de uso) para indicar que ha leído la declaración de condiciones para el usuario y está de acuerdo con lo que dice. Pulse en el botón que lee, «Log In». (Para regresar a la página inicial del BSO, seleccione el enlace que lee, «**BSO Welcome**». El sistema mostrará en pantalla la página de opción de tareas titulada, «Main Menu».)

Social Security Online **Business Services Online**

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

MARY VALIDATOR

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](#)
- [Remove Employer Information](#)

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[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

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

PASO 5: Seleccione el enlace titulado, «**Social Security Numbers Verification Service**» (Servicio de verificación de números de Seguro Social).

Social Security Number Verification Service (Servicio de Verificación del Número de Seguro Social)

Request online SSN verification (solicite la verificación del número de Seguro Social por Internet), o
Submit files for SSN verification (envíe archivos para la verificación del número de Seguro Social).

El sistema mostrará en pantalla la página de opciones de tareas titulada, «**Social Security Number Verification Service**» (Servicio de verificación del número de Seguro Social).

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MARY VALIDATOR

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](#)
- [Remove Employer Information](#)

Social Security Number Verification Service [HELP](#)

Request Online SSN Verification
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

View Status and Retrieval Information
View the current status of a submission.

View Social Security Number Verification Service Handbook
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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PASO 6: Pulse en el enlace que lee, «**View Status and Retrieval Information**» (Ver el estado del registro e información sobre la extracción del mismo).

(Para regresar a la página de opción de tareas titulada, «Main Menu», pulse en el botón que lee, «**BSO Main Menu** ».)

View Status and Retrieval Information (Ver el Estado del Registro e información del mismo)
Vea el estado actual del registro presentado.

El sistema mostrará en pantalla la página titulada, «SSNVS Attestation»(Certificación del uso del sistema SSNVS).



Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

SSNVS Attestation

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she has not started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third-Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

PASO 7: Seleccione el botón que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «SSNVS Attestation». El sistema mostrará en pantalla la página titulada, «Status and Retrieval» (Estado y extracción del registro). (Para regresar a la página de opciones de tareas del BSO, seleccione el botón que lee, «**I DO NOT Accept**» (No Acepto).



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval

Name: MARY VALIDATOR

There are three options for checking the status of your file(s):

Option 1 - Enter your 16 character confirmation number or your 8 character tracking number for submitted files. Select [Do you have a Tracking Number?](#) for more information.

Option 2 - View status of your submitted files by entering a range of submission dates.

Option 3 - Retrieve a list of your submitted files available to your User ID.

Option 1	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
Option 2	Range Start Date M M D D Y Y Y Y	<input type="text"/>	<input type="button" value="Submit"/>
	Range End Date M M D D Y Y Y Y	<input type="text"/>	
Option 3	All Submissions		<input type="button" value="Submit"/>

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.

PASO 8: Seleccione una de las siguientes opciones para ver el estado del registro que presentó.

Opción 1: Ingrese el número de rastreo específico o número de confirmación para ver el estado de un registro individual.

Opción 2: Ingrese una fecha de comienzo y final para ver el estado de los registros presentados dentro de un periodo de tiempo.

Opción 3: Vea los 100 registros más recientes de SSNVS presentados y que están asociados con su «User ID» (Identificación de usuario).

Consejos:

Si el sistema no muestra el registro que busca, concentre su búsqueda usando las opciones 1 ó 2.

PASO 9: Seleccione el botón que lee, «**Submit**» (Presentar) correspondiente. El sistema mostrará en pantalla la página titulada, «Status and Retrieval Results» (Resultados de estado y extracción).

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Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval Results

Name: MARY VALIDATOR
The following table displays your submitted file(s).

- You may retrieve your submission(s) by clicking the VIEW and/or DOWNLOAD link under Retrieval Options.
- Please note large files may take some time to open.
- Some SSNs may be masked. Select [Why Are Some SSNs Masked?](#) for more information.
- SSN did not verify? Select [What to do if an SSN fails to verify.](#)

Retrieval Options

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
 - Right click "DOWNLOAD"
 - Select "Save Target As"
 - Complete the Save As dialog box

Status of Submissions: 12C7AED46D4F103D

Select the links below for more information about your submission(s).

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
10/28/2010	12C7AED46D4F103D	-	-	-	-	IN PROCESS	1.8 KB	-	-

[Additional Status Request](#)
[What To Do If an SSN Fails to Verify](#)

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.

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SO 10: Las opciones de estado y extracción aparecen en formato de tabla; para ver una explicación completa de cada columna, pulse en el encabezamiento de la columna. Esto abrirá una nueva página en su navegador titulada, «SSNVS Help» (Ayuda con SSNVS), la cual sólo es accesible si ingresa al SSNVS.

Pulse en el enlace que lee, «**Download/View**» (Descargar o Ver [el registro]) en la columna titulada, «Retrieval Option(s)» (Opciones de extracción) para ver los resultados.

NOTA:

- Si presenta menos de 10 números de Seguro Social, puede descargar los resultados o verlos en pantalla.
- Si presenta más de 10 números, no podrá verlos en pantalla, tendrá que descargarlos.

PASO 11: Seleccione el enlace en el encabezamiento de la columna titulada, «Status» (Estado [del registro]) para informarse mejor sobre el estado del registro presentado, si aplica.

NOTA:

- *La columna titulada, «Available Through» (Disponible hasta) establece hasta qué fecha el estado y resultados están disponibles para que el usuario los vea.*
- *Los usuarios pueden ver o descargar los resultados por 30 días desde el día que la información estuvo disponible.*
- *Después de 30 días, y hasta 2 años más tarde, los usuarios sólo pueden ver el estado de sus registros.*
- *Durante el periodo en que los registros están disponibles, no hay cantidad límite en las veces que los usuarios pueden descargar o verlos.*

LECCIÓN 4: CÓMO VER EL MANUAL DEL SSNVS

El manual del SSNVS se puede ver al ingresar por Internet al programa de SSNVS o al pulsar en los enlaces en el «**SSNVS Handbook**» (Manual del SSNVS), versión electrónica, que se encuentran a continuación. (sólo disponible en inglés.)

- En la página inicial del BSO – <http://www.segurosocial.gov/bso/>
- En la página de noticias del SSNVS News – www.segurosocial.gov/employer/ssnvsNews.htm
- La página de información e instrucciones del SSNVS – www.segurosocial.gov/employer/ssnv.htm#overview

Para ingresar al manual del SSNVS desde el programa SSNVS, siga las siguientes instrucciones.

PASO 1: Dirija su navegador a la página de Internet titulada, «BSO Welcome» (Bienvenido a los Servicios por Internet para empresas): www.segurosocial.gov/bso/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Seleccione el enlace que lee, «**Log In**» (Ingrese). El sistema mostrará en pantalla la página titulada, «Log In to Online Services» (Ingrese a los servicios por Internet).

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www.socialsecurity.gov

Business Services Online
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Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

Online Services Availability

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

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
 I have read & agree to these terms.

Log In

www.socialsecurity.gov

PASO 3: Ingrese su «User ID» (identificación del usuario) y contraseña.

PASO 4: Seleccione el encasillado que lee, «**I have read & agree to these terms**» (He leído y acepto las condiciones de uso) para indicar que ha leído la declaración de condiciones para el usuario y está de acuerdo con lo que dice. Seleccione el botón que lee, «**Log In**». (Para regresar

a la página inicial del BSO, pulse en el enlace que lee, «**BSO Welcome**»). El sistema mostrará en pantalla la página de opción de tareas titulada, «Main Menu».

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Business Services Online

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Main Menu [HELP](#)

MARY VALIDATOR

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[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

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

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](#)
- [Remove Employer Information](#)

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PASO 5: Seleccione el enlace que lee, «**Social Security Number Verification Service**» (Servicio de verificación de los números de Seguro Social).

Social Security Number Verification Service (Servicio de Verificación del Número de Seguro Social)

Request online SSN verification (solicite la verificación del número de Seguro Social por Internet), o
Submit files for SSN verification (envíe archivos para la verificación del número de Seguro Social).

El sistema mostrará en pantalla la página de opciones de tareas del Servicio de verificación de números de Seguro Social.

Social Security Online
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Business Services Online

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Social Security Number Verification Service [HELP](#)

MARY VALIDATOR
[Logout](#)

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](#)
- [Remove Employer Information](#)

[Request Online SSN Verification](#)
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

[Submit an Electronic File for SSN Verification](#)
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)
View the current status of a submission.

[View Social Security Number Verification Service Handbook](#)
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

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Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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PASO 6: Seleccione el enlace que lee, «**View Social Security Number Verification Service (SSNVS) Handbook**» (Ver el manual del Servicio de verificación del número de Seguro Social). (Para regresar a la página principal del BSO, seleccione el botón que lee **BSO Main Menu**.)

Ver el Manual del Servicio de Verificación del Número de Seguro Social

Revise la información adicional acerca de cómo presentar registros al Seguro Social para ser verificados y para extraer los resultados de las verificaciones.

El sistema mostrará en pantalla el manual del SSNVS.



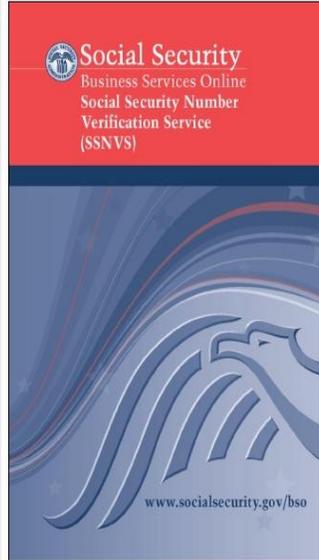
Social Security Number Verification Service (SSNVS) Handbook

[SSNVS Handbook](#) (246 KB)

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If you are navigating using only the keyboard or using an assistive device and need help, visit our [Keyboard Commands](#) web page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.



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