

Tutorial de los formularios W-2/W-3 por internet

Año tributario 2024

1.0 Crear/continuar formularios W-2/W-3 por internet

1. En la página de inicio de *Electronic Wage Reporting* (Tutorial de estatus del reporte del empleador, EWR, siglas en inglés), seleccione el enlace **Create/Resume Forms W-2/W-3 Online** (Crear/continuar formularios W-2/W-3 por internet) Si no hay informes sin presentar, el sistema mostrará la página «*Before You Create Your Form(s) W-2/W-3*» (Antes de crear sus formularios W-2/W-3); si hay informes sin presentar, el sistema muestra la página *Forms W-2/W-3 Online «Unsubmitted Reports»* (Formularios W-2-W-3 por internet «informes sin presentar»).

Consulte «*Access EWR Suite of Services Tutorial*» (Tutorial de acceso al paquete de servicios de EWR) para ver cómo acceder a la página de inicio de EWR.

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

[Pilot Program Participants - Forms W-2/W-3 Online](#)
Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports.
If you need to file wage reports for any [conditions that are not supported by this application](#), use the Create/Resume Forms W-2/W-3 Online link below.

[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.

Submission Status

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

Employer Report Status

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

Resubmission Notice

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

[Resubmit your Formatted Wage File](#)

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

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

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

[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

2. En la página *Unsubmitted Reports* (Informes sin presentar):
 - a. Seleccione el botón **Start a New Report** (Comenzar un nuevo informe). El sistema muestra la página «*Before You Create Your Form(s) W-2/W-3*» (Antes de crear sus formularios W-2/W-3).

- b. Seleccione el enlace **Edit** (Editar) o el enlace *Employer Name* (Nombre del empleador) para la ir a la página «*W-2 List for this Submission*» (Lista de W-2s para este informe).
- c. Seleccione el enlace **Delete** (Eliminar) para eliminar un informe sin presentar. Se muestra la página «*Are you sure you want to delete the unsubmitted report?*» (¿Está seguro de que desea eliminar el informe sin presentar?).
- d. Seleccione el botón **Cancel** (cancelar) para regresar a la página de inicio de EWR.

Nota Aclaratoria:

Puede tener un máximo de cincuenta informes sin presentar a la vez. Cuando alcanzó el límite máximo de cincuenta informes «saved» (guardados), primero debe enviar al menos uno de los informes sin presentar para poder iniciar otro informe nuevo.

The screenshot shows the 'Forms W-2/W-3 Online' page. The header includes 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below the header, there are navigation links: 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', and 'Logout'. The main heading is 'Forms W-2/W-3 Online'. The 'Unsubmitted Reports' section indicates that there is 1 saved report not yet submitted. A note states: '*Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.' Below this is a table with the following data:

	Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date	Tax Year
Edit Delete	PERMA :AL GROUP INC		1	10-24-2024	02-21-2025	2024

At the bottom of the table area, there are two buttons: 'Cancel' and 'Start a New Report'. At the very bottom of the page, there is a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

3. En la página «*Before You Create Your Form(s) W-2/W-3*» (Antes de crear su formulario (s) W-2/W-3):
 - a. Proporcione información correcta relacionada con el *Tax Year* (Año fiscal), nombre de empresa, EIN y el tipo de *W-2 Form* (Formulario W-2) que está creando. Si recibió una *Reconciliation Letter* (Carta de reconciliación), seleccione la casilla YES (si).
 - b. Si ninguna de las situaciones enumeradas en la sección *Check for Exceptions* (Revisar por excepciones) se aplican, seleccione el botón **Continue** (Continuar) para ir a la página de «*Employer Information for this Wage Report*» (Información del empleador para este informe salarial).
 - c. Si alguna de las situaciones enumeradas en la sección *Check for Exception* (Revisar por excepciones) se aplican, seleccione la casilla (Yes [Si]) y el botón **Continue** (Continue) para ir a la página «*W-2 Online Restrictions*» (Restricciones del W-2 por internet).

d. Seleccione el botón **Cancel** (Cancelar) para volver a la página de inicio de EWR.

Social Security Online **Electronic Wage Reporting (EWR)**

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

Forms W-2/W-3 Online

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

Please answer the following questions:

▶ Please select the Tax Year: 2024

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

▶ Please enter the EIN:

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

▶ **Have you received a Reconciliation Letter?**

YES, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

Check for Exceptions

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

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

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

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

[Cancel](#) [Continue >>](#)

4. En la página *Employer Information* (Información del empleador) para este *Wage Report* (Informe salarial):

Ingrese o revise la información del empleador, la información de la persona de contacto, u otra información, seleccione el *Kind of Payer* (Tipo de contribuyente) y el *Kind of Employer* (Tipo de empleador), después seleccione el botón **Continue** (Continuar).

- Si existen informes del año anterior el sistema mostrará la *Employer Information* (Información del empleador) para la página *Wage Report <company name>* (Informe de salarios <nombre de la empresa>);
- Si no existen informes del año anterior, el sistema mostrará la página *Enter W-2 Information* (Ingrese la información de W-2).

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

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

1 Employer Information for this Wage Report

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

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

* Employer Name:

* EIN:

* Country:

Address Line 1 (Apt, Floor, Bldg., etc.):

Address Line 2 (Street Address or PO Box):

* City:

* State Abbreviation (for U.S.): Province:

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

Contact Person for this Submission

* Name:

* E-mail:

* Phone: Ext:

Fax:

Contact Person for this Employer

* Name:

* E-mail:

* Phone: Ext:

Fax:

Other Information

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

* Kind of Payer:

⚠ **Warning:** Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

- 941 (Regular)
- Household Employer
- 943 (Agriculture)
- 944 (Regular)
- CT-1 (Railroad)
- Medicare Government Employer (For Government Employers only)
- Military

Kind of Employer

Select the Kind of Employer that best describes your situation.

* Kind of Employer:

- Federal Government
- Tax Exempt Employer (501c Non-Govt)
- State and Local Governmental Employer (State/Local Non-501c)
- State and Local Tax Exempt Employer (State/Local 501c)
- None Apply

Third-party Sick Pay

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 1-800-325-6778.

4.1 En la página de *Employer Information for this Wage Report <company name>* (Información del empleador para este informe de salarios <nombre de la empresa>):

- Si el usuario elige usar los informes del año anterior, seleccione un *WFID*. El Sistema mostrará la página *W-2(s) Available for WFID <WFID> <company name>* (W-2(s) disponibles para WFID <nombre de la empresa>).
- Si el usuario elige no usar los informes del año anterior, seleccione el botón **Continue** (Continuar). El sistema mostrará la página *Enter W-2 Information* (Ingresar información W-2).
- Seleccione el botón **Cancel** (Cancelar) para volver a la página de inicio de EWR.

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Forms W-2/W-3 Online

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

1 Employer Information for this Wage Report (PERMANENTE MEDICAL GROUP INC)

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

WFID	Date Submitted	Reports Available: 1
02-28-2022	02-28-2022	1

[Cancel](#) [Continue >>](#)

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.

4.2 En la página de *W-2(s) Available for WFID <WFID> <company name>* (W-2(s) disponibles para WFID <nombre de la empresa>).

- Seleccione el botón «W-2(s)» para rellenar los formularios W-2 de este año, y luego seleccione el botón **Continue** (Continuar). El sistema mostrará la página *W-2 List for this Submission <company name>* (Lista de W-2s para este informe <nombre de la empresa>).
- Seleccione el botón **Previous** (Previo) para volver a la página *Employer Information for this Wage Report <company name>* (Informe del empleador para este informe de salarios <nombre de la empresa>).
- Seleccione el botón **Cancel** (Cancelar) para regresar a la página de inicio de EWR.

Forms W-2/W-3 Online

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

2 W-2(s) Available for WFID (TEST COMPANY ONE HUNDRED AND ONE. THIS IS ONLY A TEST.)


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

Select All	Name	SSN	# of W-2(s) Available: 4
<input type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-4444	
<input type="checkbox"/>	TEST THREE, TEST LASTS	XXX-XX-5555	
<input type="checkbox"/>	TEST FOUR, LAST FOUR	XXX-XX-6767	
<input type="checkbox"/>	TEST FRIST ONE, LAST TEST	XXX-XX-6767	

Buttons: Cancel, << Previous, Continue >>

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.

4.3 En la página *W-2 List for this Submission* <company name> (Lista de W-2s para este informe <nombre de la empresa>):

La columna de *Status* (Estado) que muestra un símbolo de , el cual indica que el formulario se ha llenado previamente pero no cumple con los requisitos mínimos del sistema para los *W-2 Forms* (Formularios de W-2). Para cumplir con los requisitos mínimos del sistema para los *W-2 Forms* (Formularios W-2), seleccione un nombre, el sistema mostrará la página *Enter W-2 Information* (Ingrese la información del W-2).


Forms W-2/W-3 Online

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

3 W-2 List for this Submission (TEST INC)

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

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

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	DAMA SRINI	XXX-XX-1234	-	Delete

Total Wages: \$0.00

Buttons: Save and Quit, Edit Employer Information, Start a New W-2 >>, Continue to W-3 Preview >>

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.

5. En la página *Enter W-2 Information* (Ingrese la información del W-2):
 - a. Ingrese la información del empleador. Debe haber al menos un valor monetario (Más de \$0.00) ingresado en las casillas del 1 al 7 o del 10 al 12.
 - b. Seleccione el botón *Save and Create a New W-2* (Guardar y crear un nuevo W-2), para guardar la información de este formulario W-2 y crear un nuevo formulario W-2. Puede que

el sistema muestre algunas alertas. Si se muestra una alerta, puede continuar haciendo correcciones al formulario W-2 o seleccione y verifique la casilla de anulación.

- c. Seleccione el botón **Save and Go to Next W-2** (Guardar e ir al siguiente W-2) para guardar la información de este formulario W-2 y editar el siguiente formulario W-2 en la lista de formularios W-2s para esta página de informe. El sistema puede mostrar algunas alertas. Si se muestra una alerta, puede continuar haciendo correcciones al formulario W-2 o seleccione y verifique la casilla de anulación.
- d. Seleccione el botón **Save and Go to W-2 List** (Guardar e ir a la lista de W-2) cuando termine de crear o editar los *W-2 Forms* (Formularios W-2). El sistema muestra la *W-2 List* (Lista W-2) para esta página de informe.

Nota aclaratoria:

*Puede tener un máximo de cincuenta W-2 Forms (Formularios de W-2). El número del formulario W-2 actual se muestra en la parte superior de la página «Enter W-2 Information» (Ingrese la información del W-2). Después de ingresar su quincuagésimo formulario W-2, el sistema ya no mostrará el botón **Save and Create a New W-2** (Guardar y crear un nuevo W-2).*

- e. Seleccione el botón **Cancel Changes** (Cancelar cambios) para descartar los cambios hechos al formulario W-2. El sistema mostrará la página *W-2 List for this Submission* (Lista de W-2 para este informe).
- f. Seleccione el botón **Delete this W-2** (Eliminar este W-2): si el formulario se ha guardado previamente, el sistema mostrará la página *«Are you sure you want to delete this W-2?»* (¿Está seguro de que desea eliminar este W-2?); si el formulario no se ha guardado previamente, el sistema mostrará la página *W-2 List for this Submission* (Lista W-2 para este informe).

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Forms W-2/W-3 Online

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

② Enter W-2 Information



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

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

a * Employee's social security number []-[]-[]-[]-[]-[]		For official use only OMB No. 1545-0008	
b Employer identification number aa-		1 Wages, tips, other compensation \$ 0.00	2 Federal income tax withheld \$ 0.00
c Employer's name, address, and ZIP code MAY BALTIMORE, MD 21111		3 Social security wages \$ 0.00	4 Social security tax withheld \$ 0.00
d Control number		5 Medicare wages and tips \$ 0.00	6 Medicare tax withheld \$ 0.00
e Employee's first name, middle initial, last name and suffix * First: [] Middle: [] * Last: [] Suffix: []		7 Social security tips \$ 0.00	8 Allocated tips \$ 0.00
f Employee's address Country: United States Address Line 1 (Apt, Floor, Bldg., etc.): [] Address Line 2 (Street Address or PO Box): [] City: [] U.S. address or a foreign address * State/Province: MD * ZIP Postal code: 21222 ZIP Ext. (U.S. only): []		9 Not Applicable	10 Dependent care benefits \$ 0.00
15 Employer's State ID number		11 Nonqualified plans Section 457 distributions or contributions \$ 0.00 Not sec 457 distributions or contributions \$ 0.00	12a Code: [] \$ 0.00
16 State wages, tips, etc. \$ 0.00		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b Code: [] \$ 0.00
17 State income tax \$ 0.00		14 Other Description (1): [] Amount (1): \$ 0.00 Description (2): [] Amount (2): \$ 0.00 Description (3): [] Amount (3): \$ 0.00	12c Code: [] \$ 0.00
18 Local wages, tips, etc. \$ 0.00		19 Local income tax \$ 0.00	12d Code: [] \$ 0.00
19 Local income tax \$ 0.00		20 Locality name	

Buttons: Cancel Changes | Delete this W-2 | Save and Create a New W-2 >> | Save and Go to Next W-2 >> | Save and Go to W-2 List >>

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.

6. En la página *W-2 List for this Submission* (Lista W-2 para este informe):
 - a. Una vez que el *W-2 Form* (Formulario W-2) cumpla con el requisito mínimo de datos del sistema, la columna de *Status* (Estado) mostrará el símbolo de  en vez del símbolo de .
 - b. Seleccione un nombre para ver y editar los datos del formulario W-2.
 - c. Seleccione el enlace **Delete** (Eliminar) para eliminar el W-2. Al seleccionar el enlace de eliminar, se mostrará la página *Are you sure you want to delete this W-2?* (¿Está seguro de que desea eliminar este W-2?).

- d. Seleccione el botón **Save and Quit** (Guardar y salir) para salir el *W-2 Online* (W-2 por internet) sin presentar su informe al *Social Security Administration (SSA)* (La Administración del Seguro Social [SSA, por sus siglas en inglés]). Al seleccionar este botón se mostrará la página «*Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA*» (¿Está seguro de que quiere guardar y salir del W-2 por internet sin enviar su informe salarial anual a la SSA?).
- e. Seleccione el botón **Edit Employer Information** (Editar la información del empleador). El sistema mostrará la página *Employer Information for this Wage Report* (Información del empleador para este informe).
- f. Seleccione el botón **Start a New W-2** (Comenzar un nuevo W-2). El sistema mostrará la página *Enter W-2 Information* (Ingrese la información de W-2).
- g. Seleccione el botón **Continue to W-3 Preview** (Continúe a vista previa del W-3). El sistema mostrará la página *W-3 Preview for this Submission* (Vista previa del W-3 para este informe). Si uno de los formularios que se ha llenado previamente pero no cumple con los requisitos de datos mínimos del sistema, el botón de **Continue to W-3 Preview** (Continúe a vista previa del W-3) no estará activo.

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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ **W2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2 List for this Submission (PERMANENTE MEDICAL GROUP INC)

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

This report was last modified on 10-24-2024. Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	GEORGETTE	XXX-XX-1221	\$55.00	Delete
Total				\$55.00	

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

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

- 7. En la página *W-3 Preview for this Submission* (Vista previa del W-3 para este informe):
 - a. Los totales que se muestran en las *Boxes* (casillas) 16, 17, 18 y 19 son sumás directas de la información tributaria estatal ingresada en los *Forms W-2* (Formularios W-2). Si su intención es usar este formulario para reportar la información tributaria estatal y su estado tiene reglas diferentes para reportar estos totales, puede ingresar sus propios totales y

seleccionar la casilla **I Agree** (Acepto) para continuar. Esta información no será utilizada por el Seguro Social, ni se enviará a ninguna entidad estatal o local.

- b. *SSN Truncation* (Truncamiento del número de Seguro social [SSN, por sus siglas en inglés]): para reducir el riesgo del robo de identidad, puede optar por truncar los números de Seguro Social (SSNs), en los archivos PDF que entrega a sus empleados seleccione la casilla marcada «*SSNs will be truncated (Format *****1234)*» (Los SSNs van a ser truncados[Formato *****1234]); si decide no truncar los SSNs, seleccione la casilla marcada «*SSNs will be fully displayed (Format 123456789)*» (Los SSNs se mostrarán por completo [Formato 123456789]). Una vez que los formularios son presentados al Seguro Social, no podrá cambiar su selección.
- c. Seleccione el botón **Continue** (Continue). El sistema mostrará la página «*Print Unsubmitted Form(s) W-2/W-3 for Review*» (Imprima formularios no enviados W-2/W-3 para su revisión).
- d. Seleccione el botón **Return to W-2 List** (Vuelva a la lista de W-2). El sistema mostrará la página «*W-2 List for this Submission*» (Lista de W-2 para este informe).
- e. Seleccione el botón **Save and Quit** (Guardar y salir) para salir del *W-2 Online* (W-2 por internet) sin presentar su informe de salarios al Seguro Social. Al seleccionar este botón, se mostrará la página «*Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA*» («¿Está seguro de que desea guardar y salir del W-2 por internet sin presentar su informe salarial anual al Seguro Social?»).

4 W-3 Preview for this Submission

Ensure that the information on your Form(s) W-2 for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2 List](#) and select the W-2 you need to edit.

a Control number		For official use only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$55.00	2 Federal income tax withheld \$0.00
Kind of employer Federal Government		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
c Total number of forms W-2 1	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number ██████████		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code PE ██████████ L GROUP INC 1900 FRANKLIN ST FL 18 OAKLAND, CA 94612-5118		9 Not Applicable	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00
		13 For third-party sick pay use only	12b Not Applicable
		14 Income tax withheld by payer of third-party sick pay \$ 0.00	
h Other EIN used this year		Note: The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity.	
15 State Employer's state ID number		16 State wages, tips, etc. \$ 0.00	17 State income tax \$ 0.00
		18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00
Contact person H		Telephone number 4105971979	
E-mail address QINGA.LIU@SSA.GOV		Fax number	

* SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees.

***Warning:** When you select to truncate the SSN, it applies to ALL copies and once forms are submitted to SSA, you may NOT change your selection.

SSNs will be fully displayed (Format: 123456789)

SSNs will be truncated (Format: *****1234)

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

8. En la página *Print Unsubmitted Form(s) W-2/W-3 for Review* (Imprimá los formularios W-2/W-3 sin presentar para su revisión):
 - a. Seleccione el botón **Continue** (Continuar). El sistema mostrará la página *Sign and Submit* (Firmé y presente).
 - b. Seleccione el botón **Return to W-2 List** (Regrese a la lista de W-2). El sistema mostrará la página *W-2 List for this Submission* (Lista de W-2 para este informe).

- c. Seleccione el botón **Save and Quit** (Guarde y salga) para salir de *W-2 Online* (W-2 por internet) sin presentar su informe al Seguro Social. Al seleccionar este botón se mostrará la página «*Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA*» («¿Está seguro de que desea guardar y salir del W-2 por internet sin presentar su informe salarial anual al Seguro Social?»).

The screenshot shows the 'Forms W-2/W-3 Online' interface. At the top, it says 'Social Security Online Electronic Wage Reporting (EWR)'. Below that, there are navigation links: 'www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout'. The main heading is 'Forms W-2/W-3 Online'. A progress bar shows steps: 1 Employer Information, 2 Form(s) W-2, 3 W-2 List, 4 W-3 Preview, 5 Print & Review (highlighted), 6 Sign & Submit, 7 Submission Confirmation, 8 Save PDF.

The current step is '5 Print Unsubmitted Form(s) W-2/W-3 for Review'. It contains the following instructions:

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

On the right side, there is a note: 'In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.' Below this is the 'Get Adobe Reader' logo.

The main content area shows a box titled 'Your Unsubmitted Copy' with the message: 'Your unsubmitted work has been saved for future use.' Below this is a link to 'Print Unsubmitted W2/W3 240053436.tmp'. There are also links for 'What's in this PDF?' and 'Problems Printing Form(s) W-2?'. At the bottom of the box are three buttons: 'Save and Quit', '<< Return to W-2 List', and 'Continue >>'.

At the very bottom of the page, there is a footer: '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.'

9. En la página *Sign and Submit* (Firmé y presente):
- a. Seleccione la casilla de atestación de la exactitud de la información del informe y seleccione el botón **Submit this Wage Report** (Presenté este informe salarial) para presentar su informe salarial. El sistema mostrará la página con la ventana emergente «*Confirmation Receipt - Your W-2/W-3 File Was Received*» (Recibo de confirmación – su archivo W-2/W-3 fue recibido).
- b. Seleccione el botón **Save and Quit** (Guardar y salir) para salir del *W-2 Online* (W-2 por internet) sin presentar su corrección de informe salarial al Seguro Social. Al seleccionar este botón se mostrará la página «*Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA*» («¿Está seguro de que desea guardar y salir del W-2 por internet sin presentar su informe salarial anual al Seguro Social?»).

- c. Seleccione el botón **Previous** (Anterior) para volver a la página «*Print Unsubmitted Form(s) W-2 for Review*» (Imprima formularios no enviados W-2 para su revisión).

Social Security Online **Electronic Wage Reporting (EWR)**

www.socialsecurity.gov [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

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

⑥ Sign and Submit

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

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

I, **DQTV TEST**, read and agree with the above.

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

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

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

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.

10. En la ventana emergente:

- a. Seleccione el botón **OK** (Ok) para imprimir la página de «*Confirmation Receipt - Your W-2/W-3 File Was Received*» (Recibo de confirmación – su archivo W-2/W-3 fue recibido).
- b. Seleccione el botón **Cancel** (Cancelar) para cerrar la ventana emergente.

secureval.ssa.gov says

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

[OK](#) [Cancel](#)

11. En la página de *Confirmation Receipt - Your W-2/W-3 File Was Received* (Recibo de confirmación – su archivo W-2/W-3 fue recibido):

- a. Seleccione el botón **Print this Page** (Imprima esta página) para imprimir la página de *Confirmation Receipt*» (Recibo de confirmación).
- b. Seleccione el botón **Go to Save Official PDF** (Ir a guardar el PDF oficial). El sistema mostrará la página *Save PDF* (Guarda el PDF).

Nota aclaratoria:

Su archivo de salario estará disponible para que lo revise en su cuenta de BSO hasta la fecha que se muestra en la página «Save PDF» (Guarde su PDF).

Confirmation Receipt - Your W-2/W-3 File Was Received

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

This Wage File Identifier (WFID) is your confirmation number: **VE55X7**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

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

Your Receipt

Employer: PERMANENT MEDICAL GROUP INC	Employer EIN: 9
Tax year: 2024	Payer type: 941 - Regular
Received on: 10/24/2024 09:40 AM Eastern Time	Form type: W-2

Received: 1 Form W-2		
Total wages: \$55.00	Federal income tax withheld:	\$88.00
Social security wages: \$33.00	Social security tax withheld:	\$6.00
Medicare wages and tips: \$7,777.00	Medicare tax withheld:	\$8.00

What You Should Do Next

1. Keep a printout of this page for 4-7 years as proof of your filing date.
2. **Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

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

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

[Print this Page](#) [Go to Save Official PDF >>](#)

12. En la página *Save PDF* (Guarde su PDF):

- a. Haga clic con el botón derecho en el nombre del archivo (*<filename.pdf>*) (*<nombre del archivo.pdf>* [Final]) para ver o guardar el informe presentado.
- b. Seleccione el botón **Start a New Report** (Inicie un informe nuevo). El sistema mostrará la página *«Before You Create Your Form(s) W-2/W-3»* (Antes de crear sus formularios W-2/W-3).

- c. Seleccione el botón **View Unsubmitted Reports** (Vea informes sin presentar). El sistema mostrará la página *Unsubmitted Reports* (Informes sin presentar).
- d. Seleccione el botón **EWR Home** (Página de inicio de EWR) para ir a la página de inicio de EWR.

The screenshot shows the 'Electronic Wage Reporting (EWR)' website interface. At the top, there is a navigation bar with the URL 'www.socialsecurity.gov' and links for 'EWR Home', 'E-mail a Wage Reporting Expert', and 'Logout'. Below this is a header with the Social Security Administration logo and the title 'Forms W-2/W-3 Online'. A progress bar indicates the current step: '8 Save PDF'. The main content area includes instructions to save the official PDF file to a hard drive, a warning that the file is only available for 30 days, and a 'Save Your Official Copy' section with a download link for 'V250X7.pdf (Final)'. A yellow warning icon states 'Do not mail us any paper Form(s) W-2 or W-3.' At the bottom, there are buttons for 'EWR Home' and 'Start a New Report'. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

2.0 Download Submitted Reports (Descargue informes enviados)

1. Seleccione el enlace **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** (Guardar [o imprimir] informes W-2 presentados/PDF en su computadora) bajo el enlace de **Forms W-2/W-3 Online** (Formularios W-2/W-3 por internet) en la página de inicio de EWR. El sistema mostrará la página «*Download Submitted Reports*» (Descargue informes presentados).

Social Security Online **Electronic Wage Reporting (EWR)**
 www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Logout

Forms W-2/W-3 Online

Download Submitted Reports

To view, save or print reports submitted to SSA, please right click the report name and use the "Save Target As ..." option. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2?](#)
Please note: Files are only available for 30 days and will not be available after that time.

WFID	Date Submitted	Reports Submitted: 1
V...7.pdf	10-24-2024	

Quit Start a New Report

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

2. Haga clic con el botón derecho en el enlace **WFID** en la página «*Download Submitted Reports*» (Descargue informes enviados) para mostrar un menú que incluye las opciones siguientes:
 - a. Seleccione **Save Target As** (Guardar destino como) para descargar el archivo en tu computadora.
 - b. Seleccione **Open in New Window** (Abra en una ventana nueva) para ver el archivo.

Nota aclaratoria:

Se requiere «Adobe Acrobat Reader» (Lector de Adobe Acrobat) para ver su archivo de salarios descargado. Si es que no tiene Adobe Acrobat Reader (Lector de Adobe Acrobat) en su computadora, puede descargarlo en el sitio de internet de [adobe](http://adobe.com).

Si el usuario a eliminado un informe a través de la aplicación «Submission Status» (Estatus del envío), se mostrará un mensaje para informar al usuario que el informe no se puede descargar.

- c. Seleccione el botón **Quit** (Salir) para volver a la página de inicio de EWR.
- d. Seleccione el botón **Start a New Report** (Comenzar un nuevo informe) para ir a la página «*Before You Create Your Form(s) W-2/W-3*» (Antes de crear sus formularios W-2/W-3).

3.0 Otras páginas

3.1 La página *Are You Sure You Want to Delete This W-2* (¿Está seguro de que desea eliminar este W-2?)

Si el usuario selecciona el botón **Delete This W-2** (Eliminar este W-2) en la página «*Enter W-2 Information*» (Ingrese la información del W-2), o el enlace **Delete** (Eliminar) en la «*W-2 List for this Submission*» (Lista de W-2 para este informe), el sistema mostrará la página «*Are you sure you want to delete this W-2*» (¿Está seguro de que desea eliminar este W-2?).

The screenshot shows the top navigation bar with links for 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. Below the navigation bar is the Social Security Administration logo and the heading 'Forms W-2/W-3 Online'. The main content area contains the question 'Are you sure you want to delete this W-2?' and two options: 'Yes' (Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.) and 'No' (This will take you back to the W-2 List for this Submission page.). A footer contains contact information: '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.'

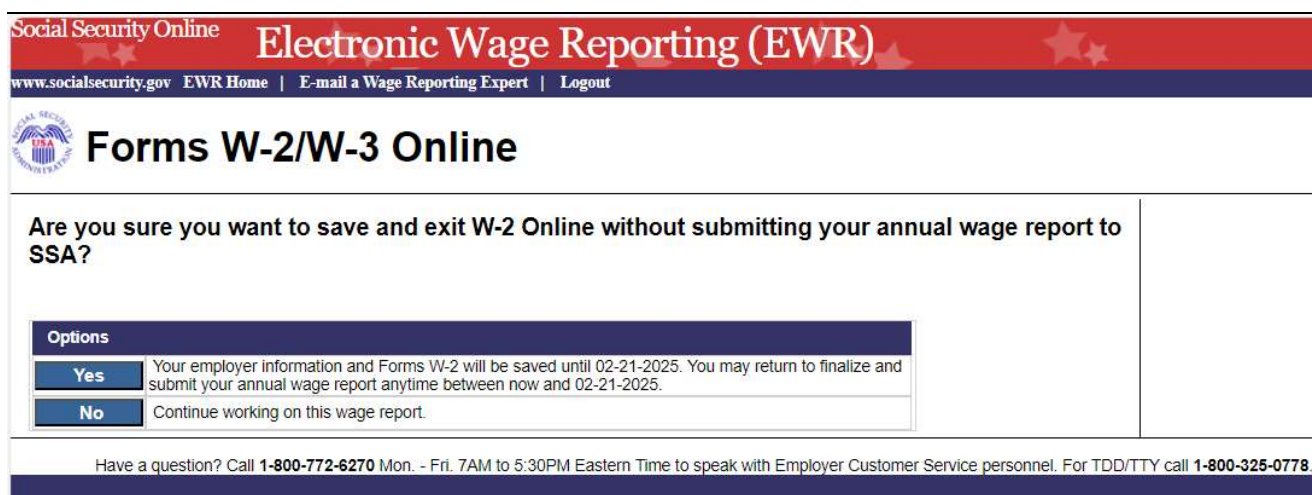
3.2 La página *W-2 Online Restrictions* (Restricciones de W-2 por internet)

Los usuarios pueden acceder a la página «*W-2 Online Restrictions*» (Restricciones de W-2 por internet) seleccionando el botón **Continue** (Continue) en la página «*Before You Create Your Form(s) W-2/W-3*» (Antes de crear su formulario(s) W-2/W-3) cuando selecciona la casilla de «*Yes, one or more of these situations apply to this wage report*» (Si, una o más de estas situaciones se aplican a este informe de salarios).


The screenshot shows the top navigation bar with links for 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. Below the navigation bar is the Social Security Administration logo and the heading 'Forms W-2/W-3 Online'. The main content area contains the heading 'W-2 Online Restrictions' and a blue question mark icon. The text explains that the user is not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system. It also mentions that the user may use the 'File Upload application' if they have software that produces EFW2 formatted electronic files to file this wage report, or they may use paper W-2 forms or view a list of vendors who provide products and services which may enable them to file Forms W-2 electronically. A button labeled 'EWR Home Page' is visible. A footer contains contact information: '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.'

3.3 En la página *Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA?* (¿Está seguro de que desea guardar y salir del W-2 por internet sin enviar su informe anual de salarios al Seguro Social?)

Si el usuario selecciona el botón **Save and Quit** (Guardar y salir) en la página «*W-2 List for this Submission (ABC Limited)*» (Lista de W-2 para este informe (ABC limitado), la página «*W-3 Preview for this Submission*» (Vista previa de W-3 para este informe), la página «*Print Unsubmitted Form(s) W-2/W-3 for Review*» (Imprima los formularios no presentados de W-2/W-3 para revisión) o la página «*Sign and Submit*» (Firme y presenté), el sistema mostrará la página «*Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA*» («¿Está seguro de que desea guardar y salir del W-2 por internet sin enviar su informe salarial anual al Seguro Social?»).



Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Logout

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

Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?

Options


Yes Your employer information and Forms W-2 will be saved until 02-21-2025. You may return to finalize and submit your annual wage report anytime between now and 02-21-2025.

No Continue working on this wage report.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

3.4 La página *Are You Sure You Want to Delete the Unsubmitted Report* (¿Está seguro de que desea eliminar este informe sin presentar?).

Si el usuario selecciona el botón **Delete** (Eliminar) en la página de «*Unsubmitted Reports*» (Informes sin presentar), el sistema mostrará la página «*Are you sure you want to delete the Unsubmitted Report*» (¿Está seguro de que desea eliminar este informe sin presentar?).

Social Security Online Electronic Wage Reporting (EWR)	
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout	
	Forms W-2/W-3 Online
Are you sure you want to delete the unsubmitted report?	
Options	
<input type="button" value="Yes"/>	Your unsubmitted wage report will be deleted.
<input type="button" value="No"/>	You will be sent back to the Unsubmitted Reports page.
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 .	