



BSO Tutorial for Tax Year 2003

Submission Status / Errors / Notice Information

Contains the following lessons:

- [View Current Submission Status](#)
- [View Detailed Information about Submissions](#)
- [View Resubmission Notices from SSA](#)
- [View Error Information for Previously Submitted Data](#)

Lesson 1: View the Current Submission Status

Follow the instructions below to check the status of your W-2 data submissions.



If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.



Step 2: Select the **Login** link on the Business Services Online Welcome page.



If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.



The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **View Submission Status/Errors/Notice Information** link.



The system displays the Submission Selection page.

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Submission Selection

Receipt Year
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.
Please Choose Receipt Year:

WFID Option
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs will be displayed.
Note: If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.

Enter WFIDs:

1.

2.

3.

4.

5.

Sort Option
Sort List By:

Have a question? Call 1-800-325-6276 to speak with Employee Customer Service personnel.
For TDD/TTY call 1-800-325-8778.

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Step 7: Select the **Receipt Year** of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your Employer Identification Number (EIN) for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the **Cancel** button to return to the BSO Home Page.)



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[Return to Submission Selection](#)

Submission Information

Submission Information for EIN: 99-9999999, Receipt Year: 2004

Select the results displayed in the Submission Status column for an explanation of status codes. If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.

* Note: Select the links provided in the View Errors and Resubmission Notice columns to view your error information or resubmission notice. These columns will be empty if they do not apply to the submission.

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

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Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Details
09/24/04	JNY883	01	RECEIVED	09/24/2004			Details
09/24/04	JNY881	01	RECEIVED	09/24/2004			Details
09/23/04	JNY862	01	RECEIVED	09/23/2004			Details
09/11/04	JNY784	01	RECEIVED	09/11/2004			Details
09/05/04	JNY780	01	RECEIVED	09/05/2004			Details
09/05/04	JNY779	01	RECEIVED	09/05/2004			Details
09/05/04	JNY777	01	RECEIVED	09/05/2004			Details

Step 11: Select the link in the **Submission Status** column of the specific submission to display a definition of the status. The system displays the Explanation of Processing Status Codes pop-up window.

Explanation of Processing Status Codes

You have requested information about the RECEIVED submission processing status code.

RECEIVED The Social Security Administration has received your W-2 Copy A file.

Please note that you may have to close this window in order to resume your BSO session.

Close Browser Window

You can use the File menu to close this window.

The complete list of possible status codes is:

RECEIVED	The Social Security Administration has received your W-2 Copy A file.
CONTROL	The Social Security Administration has placed your W-2 Copy A file so that it can be scheduled for processing.
SCHEDULED	The Social Security Administration has scheduled your W-2 Copy A file for processing.
IN PROCESS	Your W-2 Copy A file is being processed.
COMPLETE	The Social Security Administration was able to complete processing of your W-2 Copy A file.
DUPLICATE	You submitted the same information on another W-2 Copy A file that has already been processed.
RETURN	The Social Security Administration has requested that your W-2 Copy A file be corrected and resubmitted. When the file is resubmitted, it will receive a new version number. The old version will remain in RETURN status, even after the new version has completed processing.
DELETE	Your W-2 Copy A file has been deleted. If you have questions concerning this submission, please call 1-800-772-2970 between Monday and Friday, 8:30 a.m. to 4:00 p.m. Eastern Time, for technical assistance. For TDD/TTY call 1-800-325-0778.

Please note that you may have to close this window in order to resume your BSO session.

Close Browser Window

You can use the File menu to close this window.

Step 12: The status of your submission is located at the top of the pop-up window. A list of all status codes is also shown.

Step 13: Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

Lesson 2: View Submission Details

Follow the instructions below to view the detailed status of your submitted data.



If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.



Step 2: Select the **Login** link on the Business Services Online Welcome page.



If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.



The system displays the Business Services Online Login page.



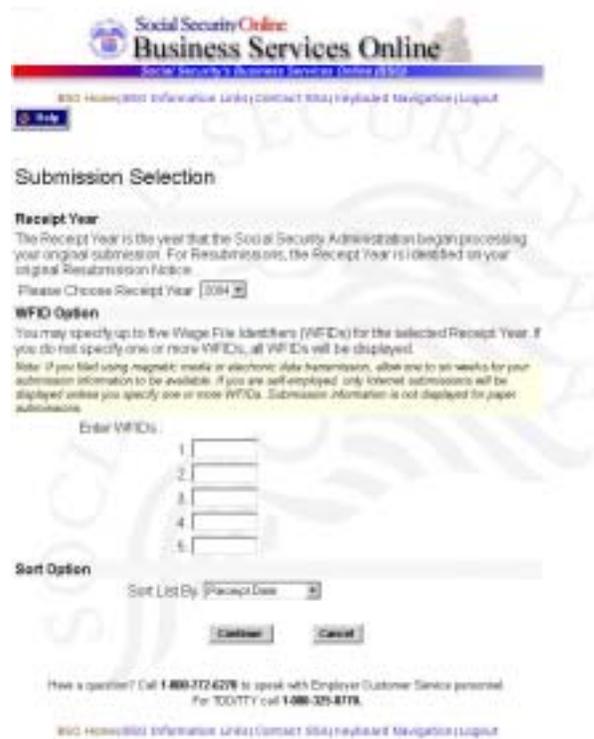
Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **View Submission Status/Errors/Notice Information** link.

▶ [View Submission Status / Errors / Notice Information](#)
View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Submission Selection page.



Step 7: Select the **Receipt Year** of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)



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Submission Information

Submission Information for EIN: 99-9999999, Receipt Year: 2004

Select the results displayed in the Submission Status column for an explanation of status codes. If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.

* Note: Select the links provided in the View Errors and Resubmission Notice columns to view your error information or resubmission notice. These columns will be empty if they do not apply to the submission.

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

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Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Details
09/24/04	JNY883	01	RECEIVED	09/24/2004			Details
09/24/04	JNY881	01	RECEIVED	09/24/2004			Details
09/23/04	JNY862	01	RECEIVED	09/23/2004			Details
09/11/04	JNY784	01	RECEIVED	09/11/2004			Details
09/05/04	JNY780	01	RECEIVED	09/05/2004			Details
09/05/04	JNY779	01	RECEIVED	09/05/2004			Details
09/05/04	JNY777	01	RECEIVED	09/05/2004			Details

Step 11: Select the **Details** link in the Details column of the specific submission. The system displays the Submission Details pop-up window.

Submission Details

WFID	JNY883
Version	01
Receipt Date	09/24/2004
Processing Status	RECEIVED
Status Date	09/24/2004
Filing Method	INTERNET
Number of W-3s	00000
Submitter's Filename	N/A

Please note that you may have to close this window in order to resume your BSO session.

You can use the File menu to close this window.

Step 12: Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

Lesson 3: View Resubmission Notices

Follow the instructions below to view notices from SSA asking you to resubmit your data. Refer to the *Acknowledge Resubmission Notice* section for more information.



If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.



Step 2: Select the **Login** link on the Business Services Online Welcome page.



If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.

The system displays the Business Services Online Login page.

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Business Services Online Login

Type your registration PIN and password, then select Login.

Personal Identification Number (PIN): Password:

If you have not received your password, [Forgot your Password?](#)

NOTE: A password is required after 30 days from the date you registered. If you have not received your temporary password within 21 days call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. You may also call this number if you have forgotten your PIN or Password. For TDD/TTY call 1-800-325-0778.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **View Submission Status/Errors/Notice Information** link.



The system displays the Submission Selection page.

Step 7: Select the **Receipt Year** of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)



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Submission Information

Submission Information for EIN: 99-9999999, Receipt Year: 2004

Select the results displayed in the Submission Status column for an explanation of status codes. If you used a method other than the internet to file your submission, allow six weeks for it to be displayed here.

* Note: Select the links provided in the View Errors and Resubmission Notice columns to view your error information or resubmission notice. These columns will be empty if they do not apply to the submission.

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

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Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Details
09/24/04	JNY883	01	RECEIVED	09/24/2004			Details
09/24/04	JNY881	01	RECEIVED	09/24/2004			Details
09/23/04	JNY862	01	RECEIVED	09/23/2004			Details
09/11/04	JNY784	01	RECEIVED	09/11/2004			Details
09/05/04	JNY780	01	RECEIVED	09/05/2004			Details
09/05/04	JNY779	01	RECEIVED	09/05/2004			Details
09/05/04	JNY777	01	RECEIVED	09/05/2004			Details

Step 11: Select the **View** link in the Resubmission Notice column of the specific submission. The system displays the most recent Resubmission Notice.



The Resubmission Notice column may be empty if there is no resubmission notice for the specific submission.

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Resubmission Notice

Tip: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Date: January 24, 2004 EIN: 99-999999
Site: 200104 WFO: 000074 - 01
Receipt Year: 2004 Notice ID: "000003404"

ACTIVE ASSOCIATES
10 MAIN STREET
ANYWHERE, ST 20000

We found errors in your Form W-2 file that we cannot correct. Log in to view your error information at <http://www.socialsecurity.gov/bsobusinessonline.htm> with your active PIN and password.

If you have registered and have not received your password, call 1-800-772-6270 for information about your error. If you do not have an active PIN and password, see the Registration section below for additional information.

WHAT YOU NEED TO DO

STEP 1
VERIFY receipt of your notice within two weeks of the date of this notice on SSA's Business Services Online (BSO) Web site at <http://www.socialsecurity.gov/bsobusinessonline.htm>. After logging on to this site, select Acknowledge Resubmission Notice on the BSO Home Page. Enter the EIN, WFO (Wage File Identifier) and receipt year as they appear on this notice and choose the appropriate statement. Select Continue.

STEP 2
VIEW your errors on SSA's BSO Web site at <http://www.socialsecurity.gov/bsobusinessonline.htm>. Log on to the BSO Home Page and select View Status / Notice / Error Information. Enter the receipt year and the first six characters of the WFO listed above. Select Continue. In the View Critical Errors column, select By Error Description to view error information organized by error type. Click select By Report Number to view error information organized by report number. Use the undocked links within the error display to navigate among various views of the data.

STEP 3
CORRECT your file using your back-up copy of the file you originally sent us. Check the Magnetic Media Reporting and Electronic Filing (MMREF-1) reporting specific errors and make any necessary changes. If you need help contacting your file, call us toll free at 1-800-772-6270. If you need a copy of the MMREF-1 publication, visit our Web site at <http://www.socialsecurity.gov/employmentpub.htm>.

STEP 4
RETURN your corrected file to Social Security within 45 days. You must keep a back-up copy of the corrected file for your records. We will not return your file since you elected to receive electronic notification of errors. Label your Form W-2 media with your EIN and WFO when resubmitting on diskette, tape or cartridge.

POSSIBLE PENALTIES
The Internal Revenue Service (IRS) may assess penalties for files that are not filed on time or not according to our requirements. Paper and magnetic media files must be correctly filed before March 1 of each year. Electronic files must be correctly filed before April 1. The amount of the penalty depends on the date a correct report is filed.

- \$15 per W-2 for correct filing after March 1 for paper and magnetic media, and after April 1 for electronic submissions.
- \$30 per W-2 for correct filing after the timesframes above but before August 1.
- \$50 per W-2 for correct filing on or after August 1, or no report filed.

Since the file must be both on time and correct, the IRS may charge penalties for incorrect filing even if we receive the wage reports before the due date. We give you two attempts to correct a file before advising the IRS that the file is late. A penalty may also apply if you do not return your file within 45 days.

WAGE REPORTING SERVICES ON THE INTERNET

- EMPLOYER REPORTING INSTRUCTIONS AND INFORMATION**
SSA provides employers with access to many resources at <http://www.socialsecurity.gov/employer>, including forms, publications, Frequently Asked Questions (FAQs), contact information, news and much more.
- ACC/WAGE**
AccuWage/AccuWAGE is free software from SSA that allows you to check your W-2 (Wage and Tax Statement) and W-2C (W-2 Correction) files for over 200 different errors before you send them to SSA. You can download AccuWage and AccuWAGE from the Internet at <http://www.socialsecurity.gov/employer/accu-wage>.
- VERIFYING SOCIAL SECURITY NUMBERS**
Social Security offers a free service that allows you to verify your employees' Social Security Numbers (SSNs). For more information please visit our Web site at <http://www.socialsecurity.gov/employer/ssn.htm>.
- REGISTRATION**
Registration is required to use BSO. You may register online at <http://www.socialsecurity.gov/bsobusinessonline.htm> or by phone at 1-800-772-6270. You must change your password at least once every 365 days. If your password has expired, you must re-register.

IF YOU HAVE QUESTIONS

If you have questions concerning this e-mail, you may call us toll free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m. Eastern Time, Monday through Friday or send an e-mail to employinfo@ssa.gov.

E-mail transmissions are not secure and SSA does not send personal or sensitive information over email. You should not send personal or sensitive information in your e-mail communications with SSA.

If the company name and/or mailing address shown on this notice are incorrect, review the address information and EIN on the Code RA-Submitter Record of your Form W-2 MMREF-1 file prior to resubmitting the file.

W. Bernard Hunt
Associate Commissioner,
Office of Central Operations

Options	
<input type="button" value="Acknowledge This Notice"/>	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice either online or by phone.
<input type="button" value="Submission Information"/>	Return to the Submission Information Page

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0776**.

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Step 12: Select the **Acknowledge This Notice** button to acknowledge that you have received the notice. The system displays the Acknowledge Resubmission Notice page.



NOTE

The Acknowledge This Notice button will only be displayed if you have not previously acknowledged the notice.

Step 13: Enter your EIN, WFID, Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA) and indicate the appropriate filing method.

Step 14: Select the **Acknowledge Notice** button to process the acknowledgement. (Otherwise, select the **Cancel** button to cancel the acknowledgement and return to the BSO Home Page.) The system displays the Notice Acknowledgement Receipt page.



Step 15: Select the **BSO Home** button to return to the BSO Home Page.

Lesson 4: View Error Information for Previously Submitted Data

Follow the instructions below to browse information about errors found in your submission data.



If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.



Step 2: Select the **Login** link on the Business Services Online Welcome page.



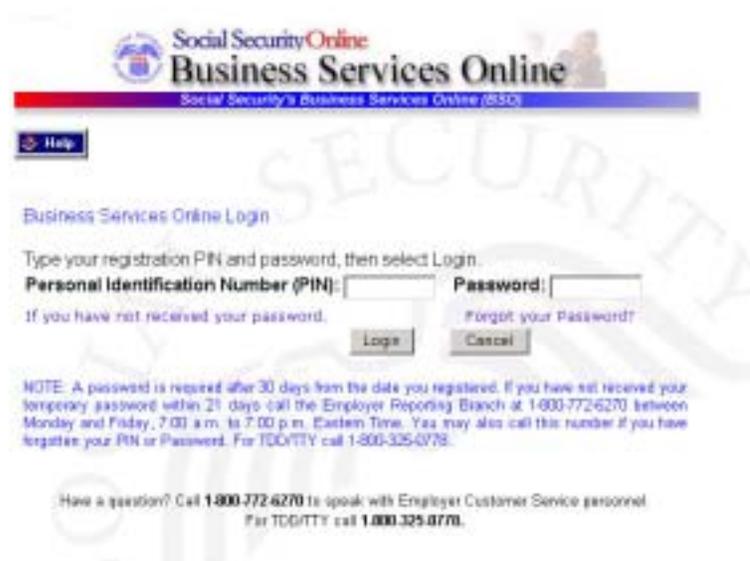
If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.

The system displays the Business Services Online Login page.



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Business Services Online Login

Type your registration PIN and password, then select Login.

Personal Identification Number (PIN): Password:

If you have not received your password, [Forgot your Password?](#)

NOTE: A password is required after 30 days from the date you registered. If you have not received your temporary password within 21 days call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. You may also call this number if you have forgotten your PIN or Password. For TDD/TTY call 1-800-325-0778.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the BSO Home Page. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **View Submission Status/Errors/Notice Information** link.



The system displays the Submission Selection page.

Step 7: Select the **Receipt Year** of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN or SSN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the **Continue** button. The system displays the Submission Information page. (Otherwise, select the **Cancel** button to return to the BSO Home Page.)


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Submission Information

Submission Information for EIN: 99-9999999, Receipt Year: 2004

Select the results displayed in the Submission Status column for an explanation of status codes. If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.

* Note: Select the links provided in the View Errors and Resubmission Notice columns to view your error information or resubmission notice. These columns will be empty if they do not apply to the submission.

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

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Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Details
09/24/04	JNY883	01	RECEIVED	09/24/2004			Details
09/24/04	JNY881	01	RECEIVED	09/24/2004			Details
09/23/04	JNY862	01	RECEIVED	09/23/2004			Details
09/11/04	JNY784	01	RECEIVED	09/11/2004			Details
09/05/04	JNY780	01	RECEIVED	09/05/2004			Details
09/05/04	JNY779	01	RECEIVED	09/05/2004			Details
09/05/04	JNY777	01	RECEIVED	09/05/2004			Details



The View Errors column will not include any links if there are no errors related to the specific submission.

Step 11: Select either the **By Error Description** or **By Report Number** link in the View Errors column of the specific submission to display any errors associated with the submission. Refer to [Step 12](#) if you select the By Error Description link. Refer to [Step 15](#) if you select the By Report Number link.

Step 12: Select the **By Error Description** link in the View Errors column of the specific submission you wish to view. The system displays the All Errors by Error Description page.

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All Errors by Error Description

Error Information for Submitter EIN: 99-9999999
Receipt Year: 2003, WFID: 400965, Version: 01

Select a particular report number to view all errors for that report. Select the results displayed in the Report Status column for an explanation of status codes. Select View All to view all reports for a particular error. If no View All link is present, all reports are already displayed. Select Details to view detailed error information for a particular error found in a particular report.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.
TIP: Use your browser menu: Save As or Print feature if you wish to save or print this page for your records.

Error Description	Total Error Count	Report EIN	Report Number	Report Status	
Invalid Employment Code	1	999999999	000000006	RETURN	Details
Invalid EIN, Fictitious	1	001234567	000000004	RETURN	Details
Invalid Names and/or SSNs	1	999999999	000000007	CMPLTE	Details
Out of Balance Over Tolerance - Total Compensation	2	999999999	000000002	RETURN	Details
		999999999	000000003	RETURN	Details
Out of Balance Under Tolerance - Total Compensation	1	999999999	000000005	RETURN	Details

Options

Submission Information	Return to the Submission Information Page.
All Errors by Report Number	View all errors by report number.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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Step 13: Select the **Details** link in the row of the error description you wish to view. The system displays the Detailed Information for Error page.


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Detailed Information for Error *Invalid Employment Code in* Report Number 0000000006

Error Information for Submitter EIN: 99-9999999
Receipt Year: 2003, **WFID:** 400965, **Version:** 01, **Report Number:** 0000000006

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

Employer Name: ACME ASSOCIATES Employer EIN: 999999999 Employer Employment Type: Invalid Value Reported Tax Jurisdiction Code: Domestic Form W-2	Tax Year: 2002 Establishment Number: B987 Reported W-2 Count: 0000001 Processed W-2 Count: 1
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Error Description:

The Employment Code on the Employer Record contained an invalid value. If the report went to COMPLETE, the Employment Code was changed to "R" for Regular.

Options	
Submission Information	Return to the Submission Information Page.
All Errors by Error Description	View all errors by error description.
All Errors by Report Number	View all errors by report number.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0770**.

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Step 14: Select the **Submission Information** button to return to the Submission Information page.

Step 15: Select the **By Report Number** link in the View Errors column of the specific submission to display any errors associated with the submission. The system displays the All Errors by Report Number page.



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All Errors by Report Number

Error Information for Submitter EIN: 99-9999999
Receipt Year: 2003, WFID: 400965, Version: 01

Select a particular error description to view all reports for that error. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed error information for a particular error found in a particular report.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.
TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Number	Report EIN	Report Status	Error Description	
0000000002	999999999	RETURN	Out of Balance Over Tolerance - Total Compensation	Details
0000000003	001234567	RETURN	Out of Balance Over Tolerance - Total Compensation	Details
0000000004	999999999	RETURN	Invalid EIN, Fictitious	Details
0000000005	999999999	RETURN	Out of Balance Under Tolerance - Total Compensation	Details
0000000006	999999999	RETURN	Invalid Employment Code	Details
0000000007	999999999	CMPLTE	Invalid Names and/or SSNs	Details

Options	
Submission Information	Return to the Submission Information Page.
All Errors by Error Description	View all errors by error description.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0770**.

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Step 16: Select the **Details** link in the row of the report number you wish to view. The system displays the Detailed Information for Error page.

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Detailed Information for Error *Invalid Employment Code in Report Number 000000006*

Error Information for Submitter EIN: 99-9999999
Receipt Year: 2003, WFID: 400965, Version: 01, Report Number: 000000006

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

Employer Name: ACME_ASSOCIATES	Tax Year: 2002
Employer EIN: 999999999	Establishment Number: B967
Employer Employment Type: Invalid Value Reported	Reported W-2 Count: 0000001
Tax Jurisdiction Code: Domestic Form W-2	Processed W-2 Count: 1

Error Description:
The Employment Code on the Employer Record contained an invalid value. If the report went to COMPLETE, the Employment Code was changed to "R" for Regular.

Options	
Submission Information	Return to the Submission Information Page.
All Errors by Error Description	View all errors by error description.
All Errors by Report Number	View all errors by report number.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-6776**.

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Step 17: Select the **All Errors by Error Description** button to access the All Errors by Error Description page. Select the **All Errors by Report Number** to access the All Errors by Report Number page. (Otherwise, select the **Submission Information** button to return to the Submission Information page.)