



BSO Tutorial for Tax Year 2006

W-2c Online

Contains the following lessons:

- [Create a Forms W-2c Online](#)
- [Download Submitted Forms W-2c](#)
- [Resume Unsubmitted Forms W-2c](#)

Lesson 1: Create Forms W-2c Online

Follow the instructions below to create up to five Forms W-2c online.

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. The system displays the General Login Attestation page.



General Login Attestation

User Certification for SSA Business Services Online

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

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

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

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.





Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

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. The system displays the BSO Home page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Enter Forms W-2c for Tax Year 2006** link.

▶ **Enter Forms W-2c for Tax Year 2006**

Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2006 W-2s. Fifty (50) reports can be entered at one time.

The system displays the Wage Reporting Attestation page.



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

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

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

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

Step 7: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2c Online Information for Tax Year 2006 page.



Social Security Online

Business Services Online

[W-2c Online Help](#)

W-2c Online Information for Tax Year 2006

W-2c Online lets you create, print, and submit up to 5 Forms W-2c to the Social Security Administration. You may not use W-2c Online if any of the restrictions below apply to you.

Note: W-2c Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 14 through 20 on the Form W-2c will not be shown on the Form W-3c. However, this data will be displayed on individual W-2cs when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3c and Forms W-2c. [Follow this link](#) to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

The following RESTRICTIONS apply to all W-2c Reports:

- Previous W-2s where both the Name and SSN fields were blank may not be corrected.
- Third-party sick pay recap forms may not be corrected.
- Agent Indicator Codes may not be corrected.
- You must verify your W-2 has moved to **Complete** status before attempting to file a correction.
- Self-employed individuals may not file correction reports.

Note: Self-employment income and applicable taxes must be reported on Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2c Online:

- Do NOT use W-2c Online if you are attempting to file Forms W-2.
- Do NOT use W-2c Online if you are filing corrections for a tax year other than 2006.
- Do NOT use W-2c Online if you are attempting to correct address information. Please complete IRS Form 8822 to correct address information.
- Do NOT use W-2c Online if you are attempting to correct Employment Type or Establishment Number.
- Do NOT use W-2c Online if you are correcting a previous W-2c report.
- Do NOT use W-2c Online if you are only correcting state wage/tax data (Boxes 15 through 20 on Form W-2c). SSA does not pass W-2c information to the states.
- Do NOT use W-2c Online if you are correcting United States military wages or using a military Employer Identification Number (EIN).
- Corrections cannot be made to incorrectly filed EINs.
- Wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands may not be corrected using W-2c Online.
- Do not use W-2c Online if you are submitting "Third-party sick pay recap correction forms W-2c and W-3c" described in part 6 of Internal Revenue Service publication 15-A at www.irs.gov/pub/irs-pdf/p15a.pdf. A recap correction form is a special W-2c that does not contain an employee name or Social Security Number. Submit those on a paper form W-2c with a W-3c.
- You may enter up to five Forms W-2c per Form W-3c using this system.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **DAVID W SAWTELLE**
 Your Company's EIN: **11-1111111**
 Your Name: **MICHAEL NEWELL**
 Your Address: **123 TEST LANE
 BOWIE, MD 21060**
 Your Phone: **4109999999**
 Your Extension (optional): **<Not Specified>**
 Your Fax (optional): **<Not Specified>**
 Your E-mail Address (optional): **MARK@SSA.GOV**

If the above registration information is no longer accurate, please [follow this link](#) to update it.

If you need assistance with the information requested on either the Form W-2c or Form W-3c, please visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-4933. For TDD/TTY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- I am filing Forms W-2c for my company's employees.
 I am filing Forms W-2c for another company's employees.

Options	
<input type="button" value="Continue"/>	Continue with W-2c Online. Read Privacy Act and Paperwork Reduction Act Notice.
<input type="button" value="Cancel"/>	Abandon your changes and return to the BSO Home page.

Privacy Act and Paperwork Reduction Act Notice.
 We ask for the information on Forms W-2c and W-3c to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.
 You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.
 The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: **Form W-2c** -- 40 minutes, and **Form W-3c** -- 51 minutes.

Step 8: If you have any existing unsubmitted reports, the system will display the W-2c Online Unsubmitted Reports for Tax Year 2006 page. For Tax Year 2006, you may have a maximum of 50 unsubmitted reports at one time. To start a new report, you must first submit an existing report. If there are 49 or fewer reports you may continue without submitting the existing reports by selecting the **Start a New Report** button.

Step 9: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.



*The **FOR WHOM ARE YOU FILING?** radio buttons are not available for self-employed users.*

Step 10: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2c Online Employer Data for Tax Year 2006 page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Home page.)



W-2c Online Help

W-2c Online Employer Data for Tax Year 2006

Please fill in your information below:

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

Employer's Information

Employer Identification Number (EIN) * :

Employer's Name * :

Employer's Address

Address Line 1:

Address Line 2:

City * :

Please enter a U.S. Domestic Address OR a Foreign Address

Country * :

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

Zip / Postal Code * :	<input type="text"/>	Zip Ext.: (u.s.Only)	<input type="text"/>
Please select Kind of Payer * : (Note: Military payers cannot file using this service)			
<input type="radio"/> 941 (Regular) <input type="radio"/> 944 (Select small employers) <input type="radio"/> 943 (Agriculture)			
<input type="radio"/> CT-1 (Railroad) <input type="radio"/> Hshld. emp. <input type="radio"/> Medicare govt. emp. (For Government EINs ONLY!)			
Warning! Be sure to select the appropriate <i>Kind of Payer</i> . You will not be given an opportunity to change your selection later.			
<input type="checkbox"/> Third-party sick pay			
Establishment Number:	<input type="text"/>		
Employer State ID Number:	<input type="text"/>		
Contact Person			
Name * :	<input type="text" value="MICHAEL NEWELL"/>		
E-mail Address:	<input type="text" value="MARK@SSA.GOV"/>		
Telephone Number:	<input type="text" value="4109999999"/>	Ext:	<input type="text"/>
Fax Number:	<input type="text"/>		
Options			
<input type="button" value="Continue"/>	Save your entries and begin creating W-2cs.		
<input type="button" value="Cancel"/>	Abandon your entries and return to the BSO Home page.		

Step 11: Enter your employer information. If you are filing for your own company, the system automatically populates this information.



All fields marked with an asterisk () must be completed.*

Step 12: Select the **Continue** button. The system displays the W-2c Online Form W-2c for Tax Year 2006 page. (Otherwise, select the **Cancel** button to exit and return to the BSO Home Page.)



If there are one or more W-2cs saved, the system shall display the W-2c Online Data Review page. Go to [Step 15](#).



Social Security Online
Business Services Online



W-2c Online Help

W-2c Status:
You are currently working on W-2c number 1.

W-2c Online
Form W-2c for Tax Year 2006

Fields marked with an asterisk (*) MUST be completed.			
a Tax Year/Form corrected 2006/W-2		For Official Use Only OMB No. 1545-0008	
b Employee's correct social security number* <input type="text"/> - <input type="text"/> - <input type="text"/>	c Corrected name <input type="checkbox"/> (if checked enter correct name in box e and complete box i)	d Employer's Federal EIN 11 - 1111111	
e Employee's Name first: <input type="text"/> middle: <input type="text"/> last: <input type="text"/> suffix: <input type="text"/>		g Employer's name, address, and ZIP code LOCKHEED BALTIMORE, MD 21117	
f Employee's address and ZIP code			
Suite/Attn.: <input type="text"/>	Country: * <input type="text" value="United States"/>		
Street/P. O. Box: <input type="text"/>	State / Province: * <input type="text"/>		
City: * <input type="text"/>	Zip / Postal Code: * <input type="text"/>	Zip Ext. (U.S. Only): <input type="text"/>	

14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/>	14 Other Description (1) <input type="text"/> Amount (1) \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>	12d code: <input type="text"/> \$ <input type="text"/> . <input type="text"/>
14 Other Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>	14 Other Description (2) <input type="text"/> Amount (2) \$ <input type="text"/> . <input type="text"/>		
State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (1) <input type="text"/> Employer's state ID Number (1) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>	15 State (2) <input type="text"/> Employer's state ID Number (2) <input type="text"/>
16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (1) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>	17 State income tax (2) \$ <input type="text"/> . <input type="text"/>
Locality Correction Information			
18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (1) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/> . <input type="text"/>
19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (1) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>	19 Local income tax (2) \$ <input type="text"/> . <input type="text"/>
20 Locality Name (1) <input type="text"/>	20 Locality Name (1) <input type="text"/>	20 Locality Name (2) <input type="text"/>	20 Locality Name (2) <input type="text"/>
Options			
<input type="button" value="New W-2c"/>	Keep this W-2c and create another W-2c.		
<input type="button" value="Done"/>	Keep this W-2c and review a list of W-2cs you have entered.		
<input type="button" value="Cancel"/>	Abandon this W-2c and review a list of W-2cs you have entered.		

Step 13: Enter the corrections to the W-2 data in the appropriate boxes. Do not fill in the fields that were reported correctly the first time you filed Form W-2.

Step 14: Select the **New W-2c** button to save this W-2c information and create another W-2c. Otherwise, select the **Done** button to save this W-2c information and proceed to the W-2c Online Data Review for Tax Year 2006 page. You may also select the **Cancel** button to delete entries made to this W-2c.



*You can enter a maximum of 5 W-2cs. When entering your 5th W-2c, the system will no longer display the **New W-2c** button.*

Step 15: After you select **New W-2c** or **Done**, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select **New W-2c** to create a new W-2c record, or select **Done** to proceed to the W-2c Online Data Review for Tax Year 2006 page.



[W-2c Online Help](#)

W-2c Online Data Review for Tax Year 2006

This wage report is being prepared for:

EIN: 11-1111111

LOCKHEED
BALTIMORE, MD 21117

#	SSN	Name	Options
1.	111-11-1111	JIM SMITH	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2c"/>	Create another W-2c.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3c"/>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will be saved until 01/21/2007. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	Exit W-2c Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2c Online reports.

Step 16: Select the **View/Edit** button next to the appropriate record to view or edit the W-2c data. If you want to delete the W-2c data, select the **Delete** button next to the appropriate record.

Step 17: Select one of the following options: **New W-2c**, **Edit Employer Info**, **Go to W-3c**, **Save and Quit**, or **Quit and Delete**.



*The **New W-2c** option will not be available if five W-2cs are already saved for the current report. The **Go to W-3c** option will not be available if no saved W-2cs exist for the current employer.*

Step 18: Select the **Go to W-3c** button to submit your wage data. The system will display your W-2c Online Form W-3c for Tax Year 2006 for your review.



W-2c Online Help

W-2c Online Form W-3c For Tax Year 2006

a Tax Year/Form corrected 2006/W-2		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code LOCKHEED BALTIMORE, MD 21117		c Kind of Payer 941 - Regular	
d Number of Forms W-2c 1	e Employer's Federal EIN 11-1111111	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect Federal EIN Not Applicable	i Incorrect Establishment Number Not Applicable	j Incorrect State ID number Not Applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$1,000.00	1 Wages, tips, other compensation \$200.00	2 Federal Income Tax withheld \$0.00	2 Federal Income Tax withheld \$0.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00

7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payment \$0.00	9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00	10 Dependant care benefits \$0.00
11 Nonqualified plans: \$0.00	11 Nonqualified plans: \$0.00	12a-d (Coded items) \$0.00	12a-d (Coded items) \$0.00
14 Inc. tax W/H by 3rd party sick pay payer \$.	14 Inc. tax W/H by 3rd party sick pay payer \$.		
16 State wages, tips, etc. \$.	16 State wages, tips, etc. \$.	17 State income tax \$.	17 State income tax \$.
18 Local wages, tips, etc. \$.	18 Local wages, tips, etc. \$.	19 Local income tax \$.	19 Local income tax \$.
Contact person MICHAEL NEWELL	Telephone number 4109999999		
E-mail Address MARK@SSA.GOV	Fax Number		

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
<div style="border: 1px solid black; padding: 5px; width: 150px; margin: auto;"> <p>Submit Corrected Wage Report</p> </div>	<p>Submit your corrected Tax Year 2006 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c. No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 150px; margin: auto;"> <p>Print Corrected Wage Report</p> </div>	<p>Print your corrected Tax Year 2006 wage report.</p> <p><i>Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.</i></p>
<div style="border: 1px solid black; padding: 5px; width: 150px; margin: auto;"> <p>Return to W-2c Data Review Page</p> </div>	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>

Step 19: Select one of the following options:

Submit Corrected Wage Report button to submit your wage information. Go to [Step 20](#) for more information.

Print Corrected Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to [Step 24](#) for more information.

Return to W-2c Data Review Page button to edit your data.

Step 20: Select the **Submit Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2006 page. The system displays the W-2c Online Receipt Acknowledgement for Tax Year 2006 page.



[W-2c Online Help](#)

**W-2c Online
Receipt Acknowledgment for Tax Year 2006**

Date: 23-Oct-06 Time: 03:38 PM Eastern Time

Your corrected annual wage report has been submitted to the Social Security Administration.

Please do not send us paper forms.

This corrected annual wage report was submitted for:

Employer Name: LOCKHEED

EIN: 111111111

Your Wage File Identifier (WFID) is KVQ013.

The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file hyperlink below (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c file. Depending on your computer's configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2c and Form W-3c. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the file hyperlink (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2c and W-3c for 4 years. This file will continue to be available through **11/22/2006** by selecting *Download Submitted W-2cs* from the BSO Home Page. After this date, it will be discarded.

[KVQ013.pdf](#)

Continue



*It is recommended that you select **OK** to print now in the pop-up box that appears when the W-2c Online Receipt Acknowledgement page is accessed.*

Step 21: Right-click the file link to save the wage file.

Step 22: Select **Save Target As** option from the browser menu to save the file. (Otherwise, select the **Continue** button.)



You can download your submitted corrected wage file for up to 30 days after the submission date by using the [Lesson 2: Download Submitted W-2cs](#) feature.

Step 23: Select the **Continue** button. The system displays the W-2c Online Thank You page.



[W-2c Online Help](#)

W-2c Online Thank You

Thank you for using W-2c Online

If you have not saved your file, right-click on the filename below (or tab to it and press Shift + F10) and select *Save As* to save your Form W-3c and Form W-2c information on your computer.

[KVQ013.pdf](#)

This file will continue to be available through **11/22/2006** by selecting *Download Submitted W-2cs* from the BSO Home Page.

After you have saved your file, [follow this link](#) to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3c and Forms W-2c.

[BSO Home](#)

Step 24: Select the **Print Corrected Wage Report** button on the W-2c Online Form W-3c page to print the corrected wage report. The system displays the W-2c Online Report Print page.



W-2c Online Help

W-2c Online Report Print

Your corrected annual wage report has NOT been submitted to the Social Security Administration.

You can view, print or save your Form W-3c and Form(s) W-2c using Adobe Acrobat Reader (version 5.0 is recommended).

If the above software is already installed on your computer, select the *Print Preview* hyperlink below to open it with Adobe Acrobat Reader.

[Print Preview](#)

[Assistive Technology / Keyboard Users - Select this link to review Forms W-2 in HTML Format](#)

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3c and Form W-2c information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, [follow this link](#) to download Acrobat Reader from Adobe's free download page.

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Corrected Wage Report button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
<input type="button" value="Submit Corrected Wage Report"/>	<p>Submit this corrected Tax Year 2006 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c.</i></p>
<input type="button" value="Return to W-3c"/>	<p>View your Form W-3c totals.</p> <p>From here you can submit your corrected wage report, print your corrected wage report, or return to the W-2c Online Data Review page.</p>
<input type="button" value="Return to W-2c Data Review Page"/>	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>
<input type="button" value="Save & Quit"/>	<p>Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will be saved until 01/21/2007.</p> <p><i>Note: This is not an extension of the filing deadline.</i></p>
<input type="button" value="Quit and Delete"/>	<p>Exit W-2c Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2c from this session. This includes any previously unsubmitted W-2c Online reports.</p>



NOTE

If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting "[follow this link](#)" near the middle of the page.

Step 25: Select the **Print Preview** link. The system displays the Forms W-2c.

Step 26: Select **File>Print** from the menu bar or select the Print icon from the tool bar.

Step 27: Select **File>Close** on the menu bar after printing to close the window. The system returns you to the Print Preview page.

Step 28: The options on the W-2c Online Report Print page will allow you to submit your corrected wage file to SSA, return to the W-3c page, return to the W-2c Online Data Review page, save your data, or quit without saving your data.

Step 29: Select the **Return to W-2c Data Review Page** button on the W-2c Online Form W-3c page to edit your W-2c data. The system returns you to the W-2c Online Data Review page.

Lesson 2: Download Submitted Forms W-2c

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.



Adobe files are available for 30 days or until December 31, 2006.

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 BSO Welcome page. The system displays the General Login Attestation page.



General Login Attestation

User Certification for SSA Business Services Online

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

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

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

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.

[BSO Help](#)

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

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. The system displays the BSO Home page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Download Submitted W-2cs** link.

▶ [Download Submitted W-2cs](#)

Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

The system displays the Wage Reporting Attestation page.



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

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

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

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

Step 7: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2c Online Download for Tax Year 2006 page.


 [W-2c Online Help](#)

W-2c Online Download for Tax Year 2006

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2c / W-3c file. Depending on your computer's configuration, this download could take 5 minutes or longer.

You will need Adobe Acrobat Reader to print your Forms W-2c and Form W-3c. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow [this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
KVQ013	10/23/2006	11/22/2006

Step 8: Right-click the WFID link you wish to download.

Step 9: Select the **Save Target As** option from the browser menu to download the file onto your computer.

Step 10: Select the **BSO Home** page link to return to the BSO Home page.

Lesson 3: Resume Unsubmitted Forms W-2c

Follow the instructions below to continue working with W-2c Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 90 days. All unsubmitted Forms W-2c will be removed on December 31, 2006.



NOTE

You may have up to 50 saved reports with five W-2cs in each report.

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. The system displays the General Login Attestation page.



General Login Attestation

User Certification for SSA Business Services Online

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

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

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

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.



 Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

[BSO Help](#)

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

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. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Resume Unsubmitted W-2cs** link.

- ▶ **Resume Unsubmitted W-2cs**
Continue processing your unsubmitted W-2cs.

The system displays the Wage Reporting Attestation page.



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

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

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

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

Step 7: Select the **I Accept** button after reading the conditions on the Wage Reporting Attestation page. The system displays the W-2c Online Unsubmitted Reports for Tax Year 2006 page.



[W-2c Online Help](#)

W-2c Online Unsubmitted Reports for Tax Year 2006

You have 1 saved report that you have not yet submitted.
To resume a previous report, select the "View / Edit" button next to the report that you wish to continue editing.
To start a new report, select the *Start a New Report* button below.

Note: Unsubmitted W-2c Online reports are deleted if you do not resume working with them before the purge date.

Unsubmitted Reports

#	Employer Name	EIN	Number of W2cs	Save Date ▲	Purge Date	Options
1.	LOCKHEED	111111111	1	10/23/2006	01/21/2007	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="Start a New Report"/>	Start a new W-2c Online Wage Report.
<input type="button" value="BSO Home"/>	Return to the BSO Home Page.

Step 8: Select the **View/Edit** button for the specific report to view or modify the report. The system displays the W-2c Online Data Review for Tax Year 2006 page. (To delete the report, select the **Delete** button for the specific report.)


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[W-2c Online Help](#)

W-2c Online

Data Review for Tax Year 2006

This wage report is being prepared for:

EIN: 11-1111111

LOCKHEED
BALTIMORE, MD 21117

#	SSN	Name	Options
1.	111-11-1111	JIM SMITH	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>

Options	
<input type="button" value="New W-2c"/>	Create another W-2c.
<input type="button" value="Edit Employer Info"/>	Change the employer information you entered.
<input type="button" value="Go to W-3c"/>	View your Form W-3c totals. From here you can submit your corrected wage report, print your wage report, or return to the W-2c Data Review page.
<input type="button" value="Save and Quit"/>	Exit W-2c Online without finalizing your annual wage report. Your employer information and Forms W-2c will be saved until 01/21/2007. <i>Note: This is not an extension of the filing deadline.</i>
<input type="button" value="Quit and Delete"/>	Exit W-2c Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2c Online reports.



The New W-2c button will not be displayed if you have the maximum number of unsubmitted W-2cs (5) per report

Step 9: Select the **Go to W-3c** button. The system displays your Form W-3c. Use the options on this page to submit your wage report, print your wage report, or return to your unsubmitted Forms W-2c.



Social Security Online
Business Services Online

[W-2c Online Help](#)

W-2c Online
Form W-3c For Tax Year 2006

a Tax Year/Form corrected 2006/W-2		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code LOCKHEED BALTIMORE, MD 21117		c Kind of Payer 941 - Regular	
d Number of Forms W-2c 1	e Employer's Federal EIN 11-1111111	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect Federal EIN Not Applicable	i Incorrect Establishment Number Not Applicable	j Incorrect State ID number Not Applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$1,000.00	1 Wages, tips, other compensation \$200.00	2 Federal Income Tax withheld \$0.00	2 Federal Income Tax withheld \$0.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00

7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payment \$0.00	9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00	10 Dependant care benefits \$0.00
11 Nonqualified plans: \$0.00	11 Nonqualified plans: \$0.00	12a-d (Coded items) \$0.00	12a-d (Coded items) \$0.00
14 Inc. tax W/H by 3rd party sick pay payer \$0 .00	14 Inc. tax W/H by 3rd party sick pay payer \$0 .00		
16 State wages, tips, etc. \$0 .00	16 State wages, tips, etc. \$0 .00	17 State income tax \$0 .00	17 State income tax \$0 .00
18 Local wages, tips, etc. \$0 .00	18 Local wages, tips, etc. \$0 .00	19 Local income tax \$0 .00	19 Local income tax \$0 .00
Contact person MICHAEL NEWELL	Telephone number 4109999999		
E-mail Address MARK@SSA.GOV	Fax Number		

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.</p>	
<div style="border: 1px solid blue; padding: 5px; width: fit-content; margin: auto;"> <p>Submit Corrected Wage Report</p> </div>	<p>Submit your corrected Tax Year 2006 wage report to the Social Security Administration.</p> <p>Your Form W-3c must reconcile with the Forms 941, 944, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c. No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.</i></p>
<div style="border: 1px solid blue; padding: 5px; width: fit-content; margin: auto;"> <p>Print Corrected Wage Report</p> </div>	<p>Print your corrected Tax Year 2006 wage report.</p> <p><i>Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.</i></p>
<div style="border: 1px solid blue; padding: 5px; width: fit-content; margin: auto;"> <p>Return to W-2c Data Review Page</p> </div>	<p>Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.</p>