

BSO Tutorial for Tax Year 2010



W-2 Online

Contains the following lessons:

- [Lesson 1: Create/Resume Forms W-2 Online](#)
- [Lesson 2: Download Submitted Reports](#)
- [Appendix: Other Pages](#)

LESSON 1: CREATE/RESUME FORMS W-2 ONLINE

Follow the instructions below to create up to fifty reports with twenty Forms W-2 online in each report.

STEP 1: Point your browser to the Business Services Online (BSO) “Welcome to Business Services Online” page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Business Services Online
Welcome to Business Services Online

Home | Questions? | Contact Us | Search [] GO

Online Services Availability
Monday-Friday: 5 AM - 11 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

BSO Information

- BSO Electronic W-2 Filing Handbook
- Tutorial
- Suite of Services
- Navigation
- Online Security Policy

Wage Reporting

Social Security

- Frequently Asked Questions
- Employer W-2 Filing Instructions & Information
- W-2 News - Subscribe Today!
- Contact Us

Internal Revenue Service

- IRS Employment Tax & W-2 Requirements
- Apply For EIN

SSN Verification

- SSNVS Handbook

Other Governmental & Employment Links

- The Privacy Act and the Freedom of Information Act
- Electronic Records Express
- Government to Government Services Online

News

- Wage News
- Electronic Records Express News
- Social Security Number Verification News
- Consent Based SSN Verification News
- Form SSA-1694 News

Business Services Online
Welcome to Business Services Online

DON'T USE YOUR BROWSER'S BACK BUTTON

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete Phone Registration" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer information.

[Informacion para el Empleador en Espanol](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.

Select Login to complete, update or view the Form SSA-1694.

Select Register to obtain a User ID and password to complete the Form SSA-1694.

[More information about the Attorney Fee Service](#)

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

USA.gov | Privacy Policy | Website Policies & Other Important Information | Site Map
Last reviewed or modified Friday June 06, 2009 [Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO “Welcome to Business Services Online” page. The system displays the “Log In to Online Services” page.

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation HELP

Log In to Online Services

Online Services Availability

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

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

To create new account you will need to:

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

[Create Log In Account](#)

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

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

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

I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation HELP

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the “BSO Main Menu” page.

To return to the BSO “Welcome to Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

The screenshot shows the 'Business Services Online' main menu. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Main Menu' and includes a 'HELP' link. On the left, there is a sidebar with sections: 'ERESUB VALIDATION' (with a 'Logout' button), 'Manage Account' (with links for 'View / Edit Account Info', 'Change Password', and 'Disable Account'), 'Manage Services' (with links for 'View / Edit Services', 'Request New Services', 'View Pending Services', and 'Enter Activation Code(s)'), and 'Manage Employer Information' (with links for 'Add/Update Employer Information' and 'Remove Employer Information'). The main content area contains a welcome message for 'ERESUB VALIDATION' stating the password expires on May 05, 2009. It features two main links: 'Report Wages To Social Security' (with sub-points: 'Submit, download or process W-2s and W-2cs', 'View submission status, acknowledge resubmission notices or Request resubmission extensions', and 'View errors and error notices for wage files and/or wage reports submitted by or for your company') and 'Social Security Number Verification Service' (with sub-points: 'Request online SSN verification, or' and 'Submit files for SSN verification'). A footer at the bottom repeats the navigation links.

STEP 5: Select the **Report Wages To Social Security** link on the “BSO Main Menu” page. The system displays the “Wage Reporting Attestation” page.

The screenshot shows the 'Wage Reporting Attestation' page. It has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main content area is titled 'Wage Reporting Attestation' and features a 'User Certification for Electronic Wage Reporting' section. The certification text reads: '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 User ID 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.' Below this text, it states: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' There are two buttons: 'I Accept' and 'I DO NOT Accept'. At the bottom, there is a footer with 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.'

STEP 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page.

To return to the “[BSO Main Menu](#)” page, select the **I DO NOT Accept** button.

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

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- 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](#)
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 Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or 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.

Alerts and News for EWR
[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](#)

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.

STEP 7: Forms W-2/W-3 Online tab is default.

Select the **Create/Resume Forms W-2/W-3 Online** link. If there are no unsubmitted reports, the system displays the “[Before You Create Your Form\(s\) W-2/W-3](#)” page. If there are unsubmitted Forms W-2/W-3, the system displays the Forms W-2/W-3 Online “[Unsubmitted Reports](#)” page.

You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit an existing report in order to be able to start a

new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.

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

Unsubmitted Reports

You have 4 saved reports that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

	Employer Name	EIN	# of Form (s) W-2	Save Date ▲	Purge Date
Edit Delete	EWER	530090868	1	07-29-2010	11-26-2010
Edit Delete	QUICK SHOW	530090868	2	08-23-2010	12-21-2010
Edit Delete	REG OTHER EMPLOYER	234543234	0	08-24-2010	12-22-2010
Edit Delete	DEMO EMPLOYER	112222222	0	08-31-2010	12-29-2010

[Cancel](#)
[Start a New Report](#)

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.

STEP 8: Select the **Start a New Report** button on the “[Unsubmitted Reports](#)” page. The system displays the “Before You Create Your Form(s) W-2/W-3” page.

Select the **Delete** link to delete an unsubmitted report. The “[Are you sure you want to delete the unsubmitted report?](#)” page will be displayed.

Select the **Cancel** button to return to the [EWR home](#) page.

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

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

Please answer the following questions:

▶ Is this report for wages paid in Tax Year 2010? Yes No

▶ For whom are you filing?

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

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 wages earned in Puerto Rico or the Northern Mariana Islands?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?
- You are not going to work on any fields from Boxes 1 through 7 or Boxes 9 through 12.

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

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**.

STEP 9: Confirm the tax year, select a company name and the type of W-2 Form.

If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “Employer Information for this Wage Report” page.

If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “[W-2 Online Restrictions](#)” page.

Select the **Cancel** button to return to the [EWR home](#) page.

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: [SSA]
* EIN: 530090868
* Country: United States
Address Line 1: 1234 Baltimore Street
Address Line 2:
* City: [Baltimore]
* State Abbreviation (for U.S.)/Province: [MD]
* ZIP/Postal Code: [21212] ZIP Ext. (U.S. only):

Contact Person for this Submission

* Name: [BRYAN LYONS]
* E-mail: [BRYAN.LYONS@SSA.GOV]
* Phone: 4105556666 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)
- 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 1-800-325-0778.

STEP 10: Enter or review employer information, contact person information, other information and kind of payer information on the “Employer Information for this Wage Report” page.

Select the **Continue** button to go to the “Enter W-2 Information” page.

Select the **Cancel** button to return to the [EWR home](#) page.

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

② Enter W-2 Information

You are currently working on W-2 number: 1 of 20. [Need help with this page?](#)

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

a * Employee's social security number 234 - 23 - 2342	For official use only OMB No. 1545-0008		
b Employer identification number 53 - 0090868	1 Wages, tips, other compensation \$ 2,123.00	2 Federal income tax withheld \$ 23.00	
c Employer's name, address, and ZIP code QUICK SHOW PARKTON, MD 21211	3 Social security wages \$ 2,323.00	4 Social security tax withheld \$ 2.00	
d Control number	5 Medicare wages and tips \$ 3,242.00	6 Medicare tax withheld \$ 2.00	
e Employee's first name, middle initial, last name and suffix * First: HAE Middle: * Last: PHIE Suffix:	7 Social security tips \$ 456.00	8 Allocated tips \$ 4.00	
f Employee's address * Country: United States Address line 1: Address line 2: * City: BALTIMORE U.S. address or a foreign address * State/Province: MD * ZIP/Postal code: 21211 ZIP Ext. (U.S. only):	9 Advance EIC payment \$ 34.00	10 Dependent care benefits \$ 5.00	
15 Employer's State ID number	11 Nonqualified plans Section 457 distributions or contributions \$ 34.00 Not section 457 distributions or contributions \$ 0.00	12a Code: A \$ 345.00	
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: B \$ 345.00	
17 State income tax \$ 0.00	14 Other Description(1): Amount(1): \$ 0.00 Description(2): Amount(2): \$ 0.00	12c Code: BB \$ 45.00	
18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00	12d Code: \$ 0.00	
20 Locality name			

Cancel Changes
Delete this W-2
Save and Start 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.

STEP 11: Enter the W-2 data in the appropriate boxes on the “Enter W-2 Information” page. Select the **Save and Start next W-2** button to save this W-2 information and create another W-2. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.

Select the **Save and Go to W-2 List** button when you finish creating W-2 to go to the “W-2 List for this Submission” page.

Social Security Administration

Page 8

You can enter a maximum of twenty W-2s. The number of the current W-2 is displayed at the top of the “Enter W-2 Information” page. When entering your twentieth W-2, the system will no longer display the **Save and Start Next W-2** button.

Select the **Cancel Changes** button to discard changes made to this W-2 and go to “W-2 List for this Submission” page.

Select the **Delete this W-2** button to delete this W-2 and go to the “W-2 List for this Submission” page. “[Are you sure you want to delete this W-2](#)” page will be displayed before the “W-2 List for this Submission” page.

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

③ W-2 List for this Submission (SSA) [Need help with this page?](#)

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 09-14-2010. Form(s) W-2 Entered: 1

Order Entered	Name	SSN	Wages (box 1)	
1.	LEE, QINGHUA	XXX-XX-2322	\$1,999.00	Delete
Total			\$1,999.00	

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.

STEP 12: The following options are available on the “W-2 List for this Submission” page:

Select a name to view and edit the W-2 data.

Select the **Delete** link to delete the W-2. When you select the delete link, “[Are you sure you want to delete this W-2](#)” page will be displayed for your assistance.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

Select the **Edit Employer Information** button to change previously entered employer information.

Select the **Start a New W-2** button to create another W-2.

Select the **Continue to W-3 Preview** button to view the “W-3 Preview for this Submission” page.

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

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 \$1,999.00	2 Federal income tax withheld \$888.00	
	3 Social security wages \$56.00	4 Social security tax withheld \$26.00	
c Total number of forms W-2 1	d Establishment number	5 Medicare wages and tips \$221.00	6 Medicare tax withheld \$3.00
e Employer identification number 53-0090868	7 Social security tips \$23.00	8 Allocated tips \$18.00	
Employer's name, address, and ZIP code SSA 1234 BALTIMORE STREET BALTIMORE, MD 21212	9 Advance EIC payments \$32.00	10 Dependent care benefits \$1.00	
	11 Nonqualified plans \$23.00	12a Deferred compensation \$0.00	
	13 For third-party sick pay use only	12b HIRE exempt wages and tips \$0.00	
	14 Income tax withheld by payer of third-party sick pay \$ 0.00		
h Other EIN used this year	<p style="font-size: 0.8em; margin: 0;">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.</p> <p style="font-size: 0.8em; margin: 0;">You must check here to confirm these are the totals you want to show on this Form W-3.</p> <p style="text-align: right; margin: 0;">I Agree <input type="checkbox"/></p>		
15 State Employer's state ID number MD 23121	16 State wages, tips, etc. \$ 2,221.00	17 State income tax \$ 232.00	
	18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00	
Contact person BRYAN LYONS	Telephone number 4105556666		
E-mail address BRYAN.LYONS@SSA.GOV	Fax number		

Save and Quit
<< Return to W-2 List
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.

STEP 13: The totals entered in Boxes 16, 17, 18, and 19 on the “W-3 Preview for this Submission” page are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Select the **Continue** button to go to the “Print Unsubmitted Form(s) W-2/W-3 for Review” page.

Select the **Return to W-2 List** button to return to the “[W-2 List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the Social Security Online Electronic Wage Reporting (EWR) interface. The header includes the Social Security Administration logo and the text "Social Security Online Electronic Wage Reporting (EWR)". Below the header, there are navigation links: "www.socialsecurity.gov", "EWR Home", "E-mail a Wage Reporting Expert", "Keyboard Navigation", and "Logout". The main heading is "Forms W-2/W-3 Online". A progress bar shows the current step: "5 Print & Review". The main content area is titled "5 Print Unsubmitted Form(s) W-2/W-3 for Review" and contains a list of instructions:

- Print the PDF file below to review your unsubmitted Form(s) W-2 and W-3.
- 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](#).

Below the instructions is a section titled "Your Unsubmitted Copy" with a message: "Your unsubmitted work has been saved for future use." It includes a link to "Print Unsubmitted W2/W3 257091742.tmp", a link for "What's in this PDF?", and a link for "Problems Printing Form(s) W-2?". At the bottom of the page, there are three buttons: "Save and Quit", "<< Return to W-2 List", and "Continue >>". On the right side, there is a note about PDF viewing and printing, mentioning Adobe's Acrobat Reader and providing a download link. The 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."

STEP 14: The following options are available on the “Print Unsubmitted Form(s) W-2/W-3 for Review” page:

Select the **Continue** button to go to the “Sign and Submit” page.

Select the **Return to W-2 List** button to return to the “[W-2 List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the 'Sign and Submit' step of the EWR process. At the top, there is a red banner with 'Social Security Online Electronic Wage Reporting (EWR)' and navigation links. Below this is a blue header with the Social Security Administration logo and 'Forms W-2/W-3 Online'. A progress bar shows steps 1 through 8, with step 6 'Sign & Submit' highlighted. The main content area contains a declaration box with the text: '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.' Below the box is a checked checkbox next to the name 'BRYAN LYONS, read and agree with the above.' and a note: 'Note: You are only attesting to the accuracy of this information.' At the bottom, there are three buttons: 'Save and Quit' (blue), '<< Previous' (blue), and 'Submit this Wage Report >>' (green). A footer note states: '* Once you submit this wage report electronically, do not send any paper forms to SSA.' At the very bottom, there is a contact information line: '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.'

STEP 15: Select the check box on the “Sign and Submit” page to attest to the accuracy of the report and select the **Submit This Wage Report Correction** button to submit your wage report correction. The system will display the “Confirmation Receipt - Your File Was Received” page with a pop up window on the top.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report correction to SSA. When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

Select the **Previous** button to return to the “[Print Unsubmitted Form\(s\) W-2 for Review](#)” page.

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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

⑦ Confirmation Receipt - Your 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: **KVZ300**

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

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

Your Receipt

Employer: SSA	Employer EIN: 53-0090868
Tax year: 2010	Payer type: 941 - Regular
Received on: 09/14/2010 09:20 AM Eastern Time	Form type: W-2

Received: 1 Form W-2		
Total wages: \$1,999.00	Federal income tax withheld: \$888.00	
Social security wages: \$56.00	Social security tax withheld: \$26.00	
Medicare wages and tips: \$221.00	Medicare tax withheld: \$3.00	

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. It may take 4-6 weeks for your wage report to process.
- 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 >>

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.

STEP 16: A print pop-up window will be displayed on top of the “Confirmation Receipt - Your File Was Received” page. From the print pop-up window you may select one of the following options:

Select the **OK** button to print the “Confirmation Receipt - Your File Was Received” page.

Select the **Cancel** button to close the pop-up window.

Your wage file will be available for you to review under your BSO account until the date displayed on your “Confirmation Receipt - Your File Was Received” page.

STEP 17: From the “Confirmation Receipt – Your File Was Received” page, you may select one of the following options:

Select the **Print this Page** button to print the confirmation page.

Select the **Go to Save Official PDF** button to go to the Save PDF.

The screenshot shows the 'Save PDF' step in the EWR process. The page header includes 'Social Security Online Electronic Wage Reporting (EWR)' and navigation links. The main content area is titled 'Forms W-2/W-3 Online' and shows a progress bar with steps 1 through 8, where step 8 'Save PDF' is selected. Below the progress bar, there are instructions for saving the PDF file, including a warning that the file will only be available for 120 days. A blue box titled 'Save Your Official Copy' contains important information about saving the file and a link to the PDF file 'KVZ300.pdf (Final)'. At the bottom, there are buttons for 'EWR Home', 'View Unsubmitted Reports', and 'Start a New Report'. A footer contains contact information for customer service.

Save PDF

- Save the official PDF file below to your hard drive so that you can reference it later.
- Once you have closed this session, the file will only be available for 120 days. Saving it to your hard drive will allow you to reference it later.

Save Your Official Copy

Important: Save an official copy of the submitted file on your computer

Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.

This file will be available online until 01-12-2011.

To save the file below to your hard drive, open the file and use the "Save" menu option.

 [KVZ300.pdf \(Final\)](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2 ?](#)

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

[EWR Home](#) [View Unsubmitted Reports](#) [Start a New Report](#)

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.

STEP 18: Right click the file name (<filename.pdf>) on the “Save PDF” page to view or save the submitted report.

Select the **Start a New Report** button to return to the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Select the **View Unsubmitted Reports** button to go to the “[Unsubmitted Reports](#)” page.

Select the **EWR Home** button to go to the [EWR home](#) page.

LESSON 2: DOWNLOAD SUBMITTED REPORTS

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

Submitted wage report files are available for 30 days or until December 31, whichever comes first.

STEP 1: Select the **Save Submitted Report(s) to Your Computer** link under the Forms W-2/W-3 Online tab on EWR home page. The system displays the “Download Submitted Reports” page.

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Forms W-2/W-3 Online

Download Submitted Reports

To view, save or print reports submitted to SSA, select the report by the name. 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 120 days and will not be available after that time.

Reports Submitted: 30

WFID	Date Submitted
KVY805.pdf	01-11-2010
KVY751.pdf	03-08-2010
KVY769.pdf	03-19-2010
KVY770.pdf	03-19-2010
KVY829.pdf	05-12-2010
KVY863.pdf	07-14-2010

[Quit](#) [Start a New Report](#)

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.

STEP 2: Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- Select **Save Target As** to download the file onto your computer.
- Select **Open in New Window** to view the file.

Note: Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at <http://www.adobe.com>.

Select the **Quit** button to return to the [EWR home](#) page.

Select the **Start a New Report** button to proceed to the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Appendix: Other Pages

1. Are You Sure You Want to Delete this W-2 Page

If a user selects the “Delete This W-2” button on the “Enter W-2 Information” page, the system shall display the “Are you sure you want to delete this W-2” Page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 <h2>Forms W-2/W-3 Online</h2>							
<p>Are you sure you want to delete this W-2?</p> <table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>This will take you back to the W-2 List for this Submission page.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.	<input type="button" value="No"/>	This will take you back to the W-2 List for this Submission page.
Options							
<input type="button" value="Yes"/>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.						
<input type="button" value="No"/>	This will take you back to the W-2 List for this Submission page.						
<p>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.</p>							

2. Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA Page

If a user selects the “Save and Quit” button on the “W-2 List for this Submission (ABC Limited)” page, “W-3 Preview for this Submission” page, the “Print Unsubmitted Form(s) W-2/W-3 for Review” page or on the “Sign and Submit” page, the system shall display the “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” Page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 <h2>Forms W-2/W-3 Online</h2>							
<p>Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?</p> <table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your employer information and Forms W-2 will be saved until 03-05-2010. You may return to finalize and submit your annual wage report anytime between now and 03-05-2010.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>Continue working on this wage report.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your employer information and Forms W-2 will be saved until 03-05-2010. You may return to finalize and submit your annual wage report anytime between now and 03-05-2010.	<input type="button" value="No"/>	Continue working on this wage report.
Options							
<input type="button" value="Yes"/>	Your employer information and Forms W-2 will be saved until 03-05-2010. You may return to finalize and submit your annual wage report anytime between now and 03-05-2010.						
<input type="button" value="No"/>	Continue working on this wage report.						
<p>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.</p>							

3. Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects the “Delete” button on the “Unsubmitted Reports” page, the system shall display the “Are you sure you want to delete the unsubmitted report” page.

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

Are you sure you want to delete the unsubmitted report? [Need help with this page?](#)

Options	
<input type="radio"/> Yes	Your unsubmitted wage report will be deleted.
<input type="radio"/> 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**.

4. W-2 Online Restrictions Page

Users can access “W-2 Online Restrictions” page by selecting the “Continue” button on the “Before Your Create Your Form(s) W-2/W-3” page when the radio button “No” and/or the check box “Yes, one or more of these situations apply to this wage report” is selected.

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

W-2 Online Restrictions [Need help with this page?](#)

According to the answers you provided on the Before You Start page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.

You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.

[EWR Home 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**.