

W-2 Online: An Electronic Filing Option For Small Businesses

Own a Business? Drowning in Paper? Stop Filing Paper W-2s!

Social Security has a *free* electronic filing option available for small businesses that allows you to prepare and submit up to 20 W-2s (per report) over a secure Internet service. When you register to file electronically, here's what you get:

- Freedom from buying paper forms;
- W-2s for your employees and for your records;
- Electronic receipts you can use as proof that you filed on time; and
- Until March 31 to file.

To register for a User ID and password

1. Go to www.socialsecurity.gov/employer;

The screenshot shows the Social Security Online website interface. At the top, there is a red banner with the text "Employer W-2 Filing Instructions & Information" and "Información para el empleador en Español". Below the banner, the page is divided into several sections. On the left, there is a navigation menu with links such as "Employer Information Directory", "For Information on SSA No Match Letter Click here", "Employer W-2 Filing Page", "How to File W-2s", "Verify Social Security Numbers Online", "Forms & Publications", "Information for Software Developers", "Vendor List", and "Employer Reconciliation Process". The main content area features a "Business Services Online" section with a "BEFORE YOU FILE" subsection containing links for "First Time Filers", "Returning Filers", and "CPAs, Accountants & Enrolled Agents". Below this is an "ELECTRONIC W-2 FILERS" section with a link to "Electronically File Your W-2s" and a sub-section "Learn How to E-File Using Business Services Online" which includes links for "Business Services Online Handbook", "E-Filing Format (Formerly MMREF)", "Form W-2/W-3 Instructions", and "Form W-2c/W-3c Instructions". At the bottom of the main content area is a "SOCIAL SECURITY NUMBER VERIFICATION SERVICE (SSNVS)" section. On the right side of the page, there is an "In the News" section with links for "For Information on SSA No Match Letter Click here", "New Specifications for Electronically Filing Forms W-2/W-2c", "SSA/IRS Reporter", "2007 Wage Base Announced", "W-2 News - Subscribe Today!", "SSNVS News", and "e-Newsletter for Small Businesses - Subscribe Today!".

2. Select "Business Services Online" (BSO);
3. Select the "Register" button;

Business Services Online

Welcome to Business Services Online

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" 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 "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration what is this?

4. Complete the registration form;
5. Select your own password;
NOTE: When you complete the registration process, a User ID will be displayed. You should make a note of your User ID and password.
6. Select "Request Access to BSO Services;" and

Account Maintenance

Request Access To BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

7. Complete the wizard for selecting the applications you want to access in BSO.

To Use W-2 Online

1. At **www.socialsecurity.gov**, select Business Services Online and choose “Log in;”
2. Enter your User ID and password;
3. From the main Menu, select “Report Wages to Social Security;”
4. Select “Submit or Resubmit Wage File, W-2 Online, W-2c Online and View Submission Status;” and
5. On the next screen, select “Create Forms W-2 Online.”

The screenshot shows the 'Request Access to BSO Services' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with 'www.socialsecurity.gov' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a red border. On the left, there is a sidebar with 'Online Services Availability' and a warning box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area has a heading 'Request Access to BSO Services' and a sub-heading 'Select Service Suite'. Below this, there is a message: 'You must request access to do specific functions within a service suite. Let us help you choose which functions to add.' There are three service suites listed, each with a checkbox and a description: 'Employer Services Suite', 'Electronic Wage Reporting Service', and 'Attorney Services Suite'. The 'Electronic Wage Reporting Service' is selected. At the bottom, there are 'Cancel' and 'Next >>' buttons.

Social Security Online Business Services Online

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

Request Access to BSO Services LOGOUT | HELP

BSO Main Menu > Account Maintenance Menu > Request Access

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

Select Service Suite

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

Employer Services Suite:

Electronic Wage Reporting Service
Allows use of one or more of the following services:

- Reporting Wages to Social Security
- View File/Wage Reports Status, Errors, and Error Notices **without** Name / SSN Errors
- View File/Wage Reports Status, Errors, and Error Notices **with** Name / SSN Errors

AND/OR

Social Security Number Verification Service (SSNVS)
Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees.

Attorney Services Suite:

Form SSA-1694 Business Taxpayer Information
Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:

- Complete Form SSA-1694 Business Taxpayer Information
- Update Form SSA-1694 Business Taxpayer Information

Cancel Next >>

More information about filing W-2s online

You can find more information about filing W-2s online in the BSO Handbook. Go to www.socialsecurity.gov/employer and select “Electronically File Your W-2s.”

Need help?

For technical support, such as connection and transmission questions, call us at **1-888-772-2970** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**), or E-mail us at bso.support@ssa.gov.

For help with wage reporting and registration procedures, call the Employer Reporting Service Center toll-free at **1-800-772-6270** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**).

Contacting Social Security

For more information and to find copies of our publications, visit our website at www.socialsecurity.gov or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We treat all calls confidentially. We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide automated phone service 24 hours a day.

We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.



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