



BSO Tutorial for Tax Year 2006

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- [Request Online SSN Verification](#)
- [Submit an Electronic File for SSN Verification](#)
- [View Status and Retrieval Information](#)
- [View the SSNVS Handbook](#)

Lesson 1: Request an Online SSN Verification

Follow the instructions below to enter up to 10 Names and Social Security Numbers (SSNs) at a time to be verified by the Social Security Administration (SSA). You must have a Personal Identification Number (PIN) and password to use the Social Security Number Verification Service (SSNVS).

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.



BSO Help

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

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 **Request Online SSN Verification** link.

▶ **Request Online SSN Verification**

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

The system displays the SSNVS Attestation page.



OMB Approval No. 0960-0660

SSNVS Attestation

Proper Use of Social Security Number Verification Services (SSNVS)

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**, for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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 SSNVS Attestation page. The system displays the SSN Verification page.

SSA Logo with Eagle - Header Image: Business Services Online - Social Security Administration
Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

[SSNVS Help](#)

SSN Verification

Name: **MARKKOCH BILL REG SSNVS** Submitter EIN: **01-0000000**

Please Note:

- Social Security Administration will only return results for data that does NOT match our records.
- Information that matches Social Security records will not be returned.
- Mandatory fields are indicated by an *.

***Employer's EIN** The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Please enter the following information for each employee you would like to verify.

	*SSN (999999999)	*First Name	Middle Name	*Last Name	Suffix	Date of Birth (MMDDYYYY)	Gender (F/M)
1.	<input type="text"/>	<input type="text"/>					
2.	<input type="text"/>	<input type="text"/>					
3.	<input type="text"/>	<input type="text"/>					
4.	<input type="text"/>	<input type="text"/>					
5.	<input type="text"/>	<input type="text"/>					
6.	<input type="text"/>	<input type="text"/>					
7.	<input type="text"/>	<input type="text"/>					
8.	<input type="text"/>	<input type="text"/>					
9.	<input type="text"/>	<input type="text"/>					
10.	<input type="text"/>	<input type="text"/>					

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission. This page contains confidential information. Please keep the printed / saved page in a secure place.

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

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Step 8: Enter the Employer’s Employer Identification Number (EIN) and employee information to request up to 10 names and SSNs for immediate verification against SSA’s records.



Employer EIN, SSN, First Name, and Last Name are mandatory fields.

Step 9: Select the **Submit** button to process the data. (Otherwise, select the **Clear Form** button to delete the data.) The system displays the SSN Verification Results page.

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SSNVS Help

SSN Verification Results

Name: **MARKKOCH BILL REG SSNVS** Submitter EIN: **01-0000000**

Employer's EIN: **01-0000000**

Records Submitted: **1**

Verified Records: **0**

Failed Verification: **1**

The following data does not match Social Security Administration's records:
 Select [What to do if Names/SSNs don't match](#) for more information.

[Verify More SSNs](#)

[What to do if Names/SSNs don't match](#)

Failed Verification							
SSN	First Name	Middle Name	Last Name	Suffix	Date of Birth	Gender	Verification Results
					MMDDYYYY	F/M	
999999999							
123456789	JANE	-	DOE	-	-	-	5
987654321	JOHN	-	DOE	-	-	-	1

Verification Results	
Code	Description
1	SSN is not in Social Security Administration's records
5	Name does not match, DOB and Gender Code not checked

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

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This page will display the Employer EIN, the number of total records submitted, number of total records that successfully verified, number of total records that failed verification against SSA’s records, and the number of matches that came up as deceased if applicable. This page will only display any results that do not match SSA’s records and those identified as deceased.



*If any problems occur with the submission of the verification, the system will display the Convert to Batch page. Select the **Overnight** button to process your data in an overnight batch. Follow the instructions in [Lesson 2: Submit an Electronic File for SSN Verification](#) for more information.*

Step 10: If there are failed verifications, the number in the Verification Result column displays the reason for the failed verification.

The following are the verification result code descriptions:

- 1 SSN is not in Social Security Administration's records
- 2 Name and DOB match; Gender Code does not
- 3 Name and Gender Code match; DOB does not
- 4 Name matches: DOB and Gender Code do not
- 5 Name does not match; DOB and Gender Code not checked



*If the data does not match SSA's records, select the **What to do if Names/SSNs don't match?** link to view important information.*

Step 11: Select the **Verify More SSNs** link to verify additional SSNs. (To return to the BSO Home Page, select the **BSO Home** link.)

Lesson 2: Submit an Electronic File for SSN Verification

Follow the instructions below to upload a file containing Names and Social Security Numbers to be verified by the Social Security Administration. The results are available within 24 hours.

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.



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

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

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

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 **Submit an Electronic File for SSN Verification** link.

▶ **Submit an Electronic File for SSN Verification**

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

The system displays the SSNVS Attestation page.



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

OMB Approval No. 0960-0660
SSNVS Attestation

Proper Use of Social Security Number Verification Services (SSNVS)

- SSA will verify Social Security Numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Do not use the service to verify SSNs of potential new hires or contractors.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:

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Step 7: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Submit a File for SSN Verification – Before You Start page.



[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

[SSNVS Help](#)

Submit a File for SSN Verification - Before You Start

Name: **OSSES-DEBORAH HARRIS** Submitter EIN: **010000000**
Steps: **1. Before You Start** 2. [Submit Your File](#) 3. Confirmation

1. Before You Start

The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**
Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.
 - We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.
[Submission File Format](#)
 - Do **NOT** send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.
- **Zip Your File**
If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

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

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Commands](#) | [Logout](#)

Step 8: Select **Continue** after reading the information on the Submit a File for SSN Verification – Before You Start page. The system displays the Submit a File for SSN Verification – Submit Your File page.

SSA Logo with Eagle - Header Image: Business Services Online - Social Security Administration Social Security's Business Services Online (BSO)

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[SSNVS Help](#)

Submit a File for SSN Verification- Submit Your File

Name: **MARKKOCH BILL REG SSNVS** Submitter EIN: **01-0000000**

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. [Confirmation](#)

2. Submit Your File

- First, enter the Employer's EIN.
- Second, use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

Employer's EIN The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Select file

Except for peak submission periods, file results will usually be available the next government business day. You will receive a Confirmation Message and Tracking Number when your file submission is complete.

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

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Step 9: Enter the Employer's EIN and enter the file to be uploaded by either typing the file name in the Select File field or by selecting the **Browse** button located next to the field.



TIPS

- **The file should contain fewer than 250,000 records for batch processing. Results are usually available on the next business day.**
- **It is recommended that you zip your file using WinZip or PKZIP.**

Step 10: Select the **Submit** button. The system displays the File upload in process pop-up window.



Once the file has been transferred, the system displays the Submit a File for SSN Verification – Confirmation page.

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Social Security's Business Services Online (BSO)

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SSNVS Help

Submit a File for SSN Verification- Confirmation

Name: **MARKKOCH BILL REG SSNVS** Submitter EIN: **01-0000000**

Steps: 1. [Before You Start](#) 2. [Submit Your File](#) 3. **Confirmation**

3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the tracking number assigned by SSA to retrieve the results of your submission.

Tracking Number assigned by SSA: 2F60000E

Date: 02/01/2006 Time: 09:27 AM Eastern Time

Your file name: V008_D0BTY04_SSNs.txt File size: 41472 bytes (40.5 Kb)

What You Should Do Next:
Check the size of your file. Right click on the file (or tab to it and select Shift+F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

What to expect:
You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

Thank you for submitting your file using Business Services Online.

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

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Be sure to keep a record of this tracking number. You will need it to track the status of your submitted file.

TIPS

Step 11: Select the **OK** button in the pop-up window to print the Submit a File for SSN Verification - Confirmation page.



Otherwise select the **Cancel** button to close the pop-up window

Step 12: Select the **Submit Another File** button to submit another file. (Otherwise, select the **BSO Home** button to return to the BSO Home Page.)

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the current status of a submission, view results from an uploaded file, or download verification results.

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.

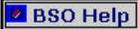
I certify that

- 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.
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Business Services Online Login

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

PIN: **Password:**

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[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 **View Status and Retrieval Information** link from the BSO Home Page.

 **View Status and Retrieval Information**
View the current status of a submission.

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 - If used to verify information on other workers on your database, verify the information for all workers on the entire database.
- Third party use of SSNVS is strictly limited to organizations that handle annual wage reporting responsibilities for employers and have an authorized and valid contract to do so. SSNVS is not for individuals/companies who conduct identity verification, background checks or other related services for employers or other parties.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

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- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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 SSNVS Attestation page. The system displays the Status and Retrieval page.

SSA Logo with Eagle - Header Image: Business Services Online - Social Security Administration
Social Security's Business Services Online (BSO)

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[SSNVS Help](#)

Status and Retrieval

Name: **MARKKOCH BILL REG SSNVS** Submitter EIN: **01-0000000**

There are three options for checking the status of the files:

Option 1- Tracking Number: Use your 8 character tracking number for a specific file status.
Option 2- Date Range: View status of your file by entering a range of submission dates.
Option 3- All Submissions: Retrieve a list of file submissions available to your PIN.

Option 1	Tracking Number	<input type="text"/>	<input type="button" value="Submit 1"/>
Option 2	Range Start Date <small>M M D D Y Y Y Y</small>	<input type="text"/>	<input type="button" value="Submit 2"/>
	Range End Date <small>M M D D Y Y Y Y</small>	<input type="text"/>	
Option 3	All Submissions		<input type="button" value="Submit 3"/>

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

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Step 8: Select one of the following options to view the status of your submitted file.

Option 1: Enter the specific tracking number.

Option 2: Enter a start and/or end date to view the status of files submitted within that timeframe.

Option 3: View the 100 most recent SSNVS file submissions associated with your PIN.

Step 9: Select the appropriate **Submit** button. The system displays the Status and Retrieval Results page.

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[SSNVS Help](#)

Status and Retrieval Results

Name: **MARKKOCH BILL REG SSNVS** Submitter EIN: **01-0000000**

Retrieval Options

- Select "DOWNLOAD" to download your file.
IMPORTANT: You may have to associate the downloaded file with your default text editor OR save the downloaded file as a text file.
- Select "VIEW" if the number of records which failed verification and/or the number of deceased wage earners is 10 or less.

Status of Tracking Number: **36800006**

Select Status for information about the status of your submission.

Submission Date	Tracking Number	SSNs Submitted	Failed Verification or Deceased	Status	Retrieval Option(s)	Available Through
02/11/2006	36800006	-	-	IN PROCESS	-	-

[Additional Status Request](#)
[What To Do If a Social Security Number \(SSN\) Does Not Verify](#)

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

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Step 10: Select the **DOWNLOAD** link in the Retrieval Option column to download the report, if applicable. Select the **VIEW** link in the Retrieval Option column to view the report, if applicable.

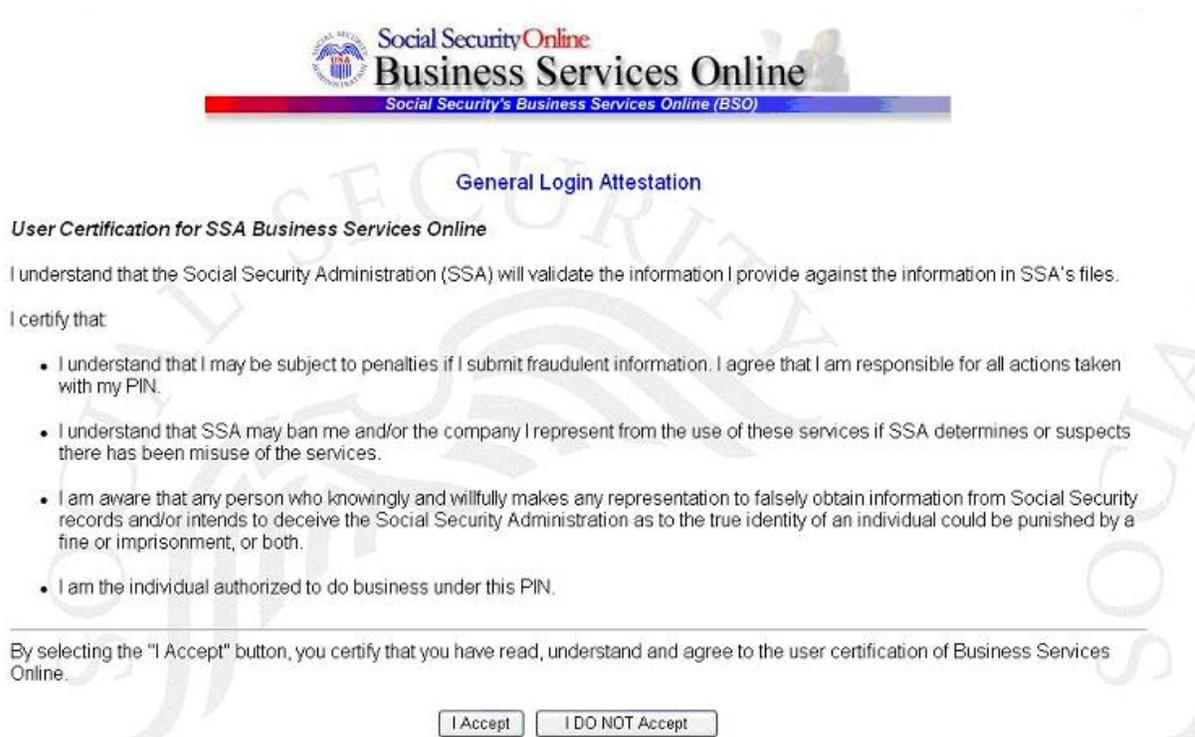
Step 11: Select the link in the Status column for more information about the status of your submission, if applicable.

Lesson 4: View the SSNVS Handbook

Follow the instructions below to browse the Internet-specific SSNVS Handbook 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.



The screenshot shows the header for the Social Security Online Business Services Online (BSO) website. Below the header, the title "General Login Attestation" is displayed. The main content area contains a "User Certification for SSA Business Services Online" section. This section includes a statement of understanding, a certification statement, and a list of four conditions. At the bottom, there is a disclaimer and two buttons: "I Accept" and "I DO NOT Accept".

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

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

Step 6: Select the **View Social Security Number Verification Service (SSNVS) Handbook** link.

▶ [View Social Security Number Verification Service \(SSNVS\) Handbook](#)
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

The system displays the SSNVS Handbook.

The screenshot shows the Social Security Business Services Online (BSO) website. At the top, there is a red header with "Social SecurityOnline" and "Business Services Online". Below this is a dark blue navigation bar with links for "Home", "Questions?", "How to Contact Us", and "Search". The main content area is titled "Social Security Number Verification Service (SSNVS) Handbook". On the left, there is a "Table of Contents" with various links such as "Contact Information", "What is SSNVS and BSO?", "System Requirements", "Security", "SSNVS / BSO Availability", "Registration", "Activating SSNVS Access", "Logging in to Use SSNVS", "Using SSNVS", "Submission File Format", "Returned File Format", "View Status and Retrieval Information", "What to Do If a SSN Fails to Verify", and "Logging Out". In the center, there is a cover image for the "User Handbook for Tax Year 2004" with the following text: "Social Security Administration, Office of Systems Electronic Services, 6401 Security Boulevard, Baltimore, Maryland 21235, January 2005". On the right, there is a box for "Employer Reporting Assistance" with the phone number 1-800-772-6270 (toll free) or 1-410-965-4241, available Monday-Friday from 7:00 a.m. to 7:00 p.m. Eastern time.

