

Taxpayer First Act



Securing today
and tomorrow

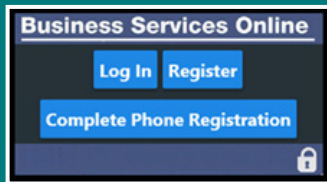


Why You Need to File Your W-2s Electronically

The Internal Revenue Service (IRS) currently requires employers filing more than 250 W-2s to file them electronically. We anticipate the IRS lowering the threshold to 100 in 2022* and to 10 in 2023*. It's simple, easy, and fast when using our Business Services Online (BSO).

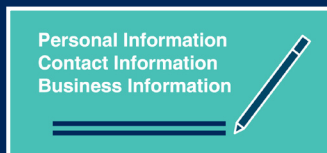
*These dates are **tentative**. Dates will be determined once IRS issues final regulations.

1



Visit ssa.gov/bso and select Log In or Register for a free BSO account.

2



You will need to add your personal, contact, and business information to establish an account.

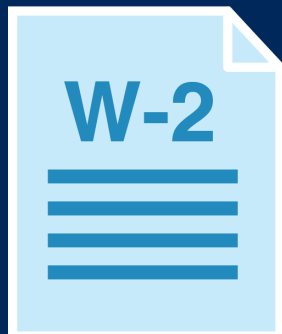
3



You will need to choose the services you want including:

- Electronic Wage Reporting
- Social Security Number Verification Service

4



There are three ways to file electronically:

1. We offer a free product called W-2 Online for you to file on the SSA website.
2. Use software producing the Electronic Filing W-2 (EFW2) format to create the W-2 forms, then upload file on BSO for free.
3. Request a third party to prepare the W-2s and send to Social Security electronically.

For more information, please visit www.ssa.gov/employer/taxpayer.html