



BSO Tutorial for Tax Year 2006

Submit a Wage File

Contains the following lessons:

- [Submit a W-2 Wage File](#)
- [Submit a W-2c Wage File](#)
- [Submit a Resubmission File](#)
- [Submit a Reconciliation File](#)

Lesson 1: Submit a W-2 Wage File

Follow the instructions below to submit a W-2 wage file to the Social Security Administration. For information on preparing Magnetic Media Reporting and Electronic Filing-1 (MMREF-1) formatted data files, select www.socialsecurity.gov/employer/pub.htm.

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.



The image shows the Social Security Online Business Services Online (BSO) login page. At the top, there is a logo for Social Security Administration and the text "Social Security Online Business Services Online". Below the logo is a blue bar with the text "Social Security's Business Services Online (BSO)". On the left, there is a button labeled "BSO Help". The main heading is "Business Services Online Login". Below the heading, there is a prompt: "Type your Personal Identification Number (PIN) and password, then select Login." There are two input fields: "PIN:" and "Password:". Below the input fields, there are two links: "Select this link if you forgot your password." and "Select this link if you need to complete your phone registration." At the bottom of the login area, there are two buttons: "Login" and "Cancel". Below the buttons, there is a message: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Submit/Resubmit a W-2 Wage File** link.

▶ **Submit / Resubmit a W-2 Wage File**

Send an electronic file that contains annual wage data in the MMREF format. You may submit a new MMREF-1 submission, an MMREF-2 submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.)

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 Before You Start page.



Social Security Online Business Services Online

Social Security's Business Services Online (BSO)

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[BSO Help](#)

Name: **MICHAEL NEWELL**

Submitter EIN: **11-1111111**

Steps: **1. Before You Start** | [2. What's in the File?](#) | [3. Submit Your File](#) | [4. Confirmation](#)

Before You Start

You should already have a file in MMREF format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.

We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.

[What do these programs check?](#)

[Which errors are most critical to fix?](#)

[Download AccuWage](#)

[Download AccuW2C](#)

2. Zip your file.

If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.

Do not put more than one wage file (MMREF format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW / RCW records or 50,000 RE / RCE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RC records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

[Quit without sending](#)

[Continue](#)

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 the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

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

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BSO Help

Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) **2. What's in the File?** [3. Submit Your File](#) [4. Confirmation](#)

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2006 or previous tax year (MMREF-1)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (MMREF-2)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-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 9: Select the **New W-2s/W-3s for 2006 or previous tax year (MMREF-1)** radio button.

Step 10: Select the **Continue** button to access the Submit Your File page. The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Home page.




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BSO Help

Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) | [2. What's in the File?](#) | **3. Submit Your File** | [4. Confirmation](#)

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select 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 Navigation](#) | [Logout](#)

Step 11: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 12: Select the **Submit** button to submit the file to SSA. The **Previous Page** button displays the What's in the File? page and the **Quit without sending button** displays the BSO Home Page. After displaying the Submission in Progress icon, the system displays the Confirmation – Your File Was Received page.



Approximately 29 seconds remaining (1% complete).

Step 13: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page.



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


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BSO Help

Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 10/23/2006	Wage File Identifier (WFID): KVQ021
Time: 05:57 PM Eastern Time	Your file name: WO 3-630.02 W2 OnlineTY6.doc
File size: 5544960 bytes. (5415 Kb)	File name assigned by SSA: 06KVQ021.01D

Check the size of your file. How?
 If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
 You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report 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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At this time, print this page and check the size of your file. We also suggest you rename the file using the name that SSA assigned to the file.

Step 14: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Home page, select the **BSO Home** button.



NOTE

*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status/Errors/Notice Information** link from the BSO Home Page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

Lesson 2: Submit a W-2c Wage File

Follow the instructions below to submit a corrected W-2 wage file to the Social Security Administration. For information on preparing Magnetic Media Reporting and Electronic Filing-2 (MMREF-2) formatted data files, select www.socialsecurity.gov/employer/pub.htm.

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](#)

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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Submit/Resubmit a W-2 Wage File** link.

▶ **Submit / Resubmit a W-2 Wage File**

Send an electronic file that contains annual wage data in the MMREF format. You may submit a new MMREF-1 submission, an MMREF-2 submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.)

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 Before You Start page.



The image shows a screenshot of the Social Security Online Business Services Online (BSO) interface. At the top, there is a logo for Social Security Online Business Services Online (BSO) with the text "Social Security Online" and "Business Services Online". Below the logo, there is a navigation bar with links: "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout".

On the left side, there is a "BSO Help" button. The main content area displays the user's name "MICHAEL NEWELL" and the Submitter EIN "11-1111111". Below this, there are four steps: "1. Before You Start", "2. What's in the File?", "3. Submit Your File", and "4. Confirmation". The "What's in the File?" step is currently selected.

The "What's in the File?" section asks the user to indicate the type of wage reports in the file. The question is: "Which of the following is the best description of the wage report(s) in your file?". There are three radio button options:

- New W-2s/W-3s for Tax Year 2006 or previous tax year (MMREF-1)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (MMREF-2)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Below the radio buttons, there is a question: "Have you received a Reconciliation letter?". There is a checkbox labeled "YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3)".

At the bottom of the form, there are three buttons: "Quit without sending", "Back to Step 1", and "Continue".

At the very bottom, there is a footer with the text: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout".

Step 9: Select the **New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (MMREF-2)** radio button.

Step 10: Select the **Continue** button to access the Submit Your File page. The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Home page.


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BSO Help

Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) | [2. What's in the File?](#) | **[3. Submit Your File](#)** | [4. Confirmation](#)

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

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 11: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 12: Select the **Submit** button to submit the file to SSA. The **Previous Page** button displays the What's in the File? page and the **Quit without sending** button displays the BSO Home Page. After displaying the Submission in Progress icon, the system displays the Confirmation – Your File Was Received page.



Approximately 29 seconds remaining (1% complete).

Step 13: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page.



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



**Social Security Online
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BSO Help

Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 10/23/2006	Wage File Identifier (WFID): KVQ021
Time: 05:57 PM Eastern Time	Your file name: WO 3-630.02 W2 OnlineTY6.doc
File size: 5544960 bytes. (5415 Kb)	File name assigned by SSA: 06KVQ021.01D

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report 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**.

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



At this time, print this page and check the size of your file. We also suggest you rename the file using the name that SSA assigned to the file.

Step 14: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Home page, select the **BSO Home** button.

**NOTE**

*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status/Errors/Notice Information** link from the BSO Home Page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

Lesson 3: Submit a Resubmission File

Follow the instructions below to submit a resubmission file to the Social Security Administration (SSA). This option should be used only if you have received a notice from the SSA asking you to correct and resubmit your data. The EIN of the person resubmitting wage data to SSA must match the EIN of the person who originally submitted the file.

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

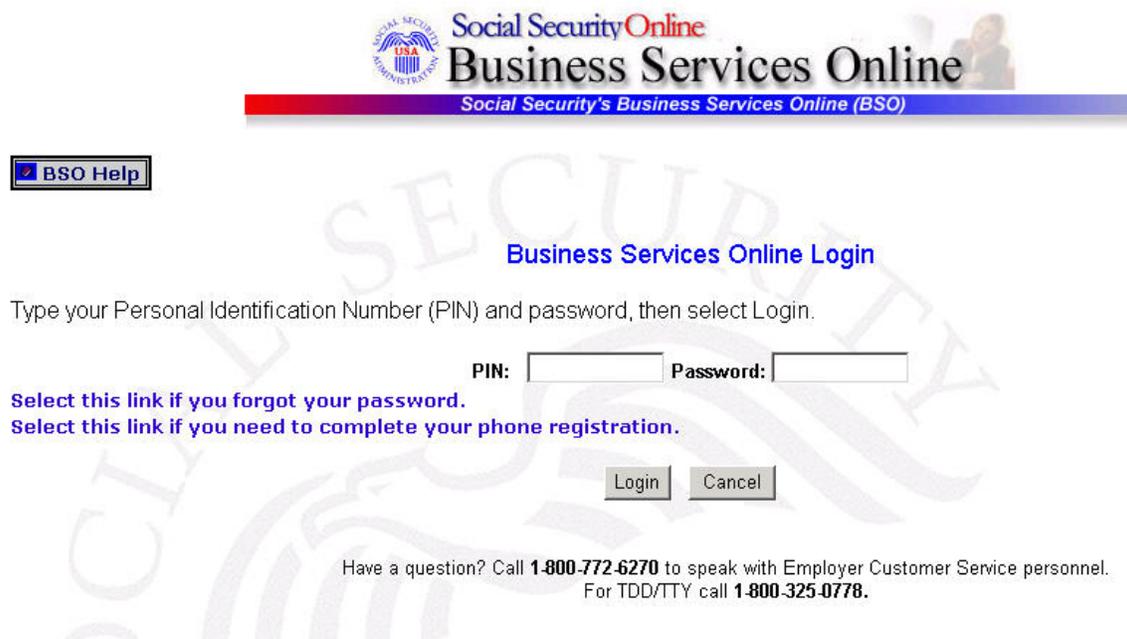
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

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
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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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Submit/Resubmit a W-2 Wage File** link.

▶ **Submit / Resubmit a W-2 Wage File**

Send an electronic file that contains annual wage data in the MMREF format. You may submit a new MMREF-1 submission, an MMREF-2 submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.)

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 Before You Start page.



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 [BSO Help](#)

Name: **MICHAEL NEWELL**

Submitter EIN: **11-1111111**

Steps: **1. Before You Start** | [2. What's in the File?](#) | [3. Submit Your File](#) | [4. Confirmation](#)

Before You Start

You should already have a file in MMREF format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.

We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.

[What do these programs check?](#)

[Which errors are most critical to fix?](#)

[Download AccuWage](#)

[Download AccuW2C](#)

2. Zip your file.

If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.

Do not put more than one wage file (MMREF format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW / RCW records or 50,000 RE / RCE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RC records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

Quit without sending

Continue

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 8: Select the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.



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BSO Help

Name: **MICHAEL NEWELL**

Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) **[2. What's in the File?](#)** [3. Submit Your File](#) [4. Confirmation](#)

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2006 or previous tax year (MMREF-1)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (MMREF-2)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

For Resubmission, please enter the following items from the Resubmission Notice:

Original receipt year (not Tax Year):

Wage File Identifier (WFID):

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).

Quit without sending

Back to Step 1

Continue

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 9: Select the **Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)** radio button. The system will activate the fields below the Resubmission radio button.

Step 10: Select the original receipt year in the **Original Receipt Year (not Tax Year)** from the drop-down menu.

Step 11: Enter the WFID in the Wage File Identifier (WFID) field.

Step 12: Select the **Continue** button to access the Submit Your File page. The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Home page.

BSO Help

Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) [2. What's in the File?](#) **[3. Submit Your File](#)** [4. Confirmation](#)

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

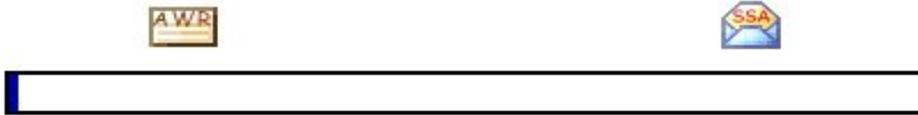
Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 13: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

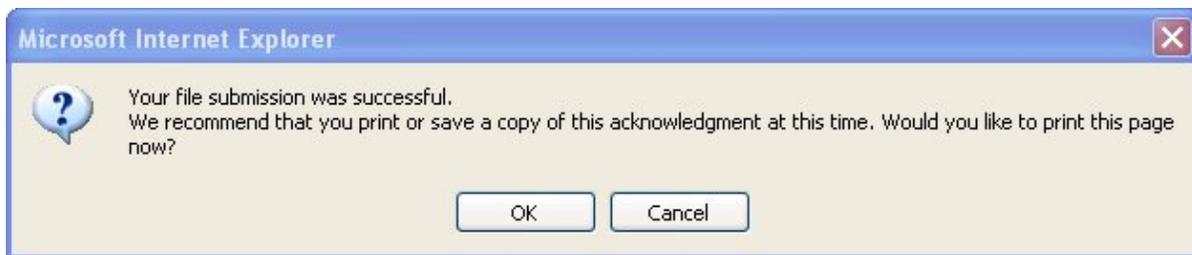
Step 14: Select the **Submit** button to submit the file to SSA. The **Previous Page** button displays the What's in the File? page and the **Quit without sending** button displays

the BSO Home page. After displaying the Submission in Progress icon, the system displays the Confirmation – Your File Was Received page.



Approximately 29 seconds remaining (1% complete).

Step 15: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page.



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



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Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 10/23/2006

Wage File Identifier (WFID): KVQ021

Time: 05:57 PM Eastern Time

Your file name: WO 3-630.02 W2 OnlineTY6.doc

File size: 5544960 bytes. (5415 Kb)

File name assigned by SSA: 06KVQ021.01D

Check the size of your file. How?

If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:

You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

[Submit Another File](#)

[BSO Home](#)

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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NOTE

At this time, print this page and check the size of your file. We also suggest you rename the file using the name that SSA assigned to it.

Step 16: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Home page, select the **BSO Home** button.



NOTE

*If a communications disruption occurs while you are submitting a wage file, log in again and select the **View Submission Status/Errors/Notice Information** link from the BSO Home Page to determine whether the file transfer was successful. If the submission is not displayed, you will have to submit it again. Select the same submission type that you initially selected.*

Lesson 4: Submit a Reconciliation File

Follow the instructions below to submit a reconciliation file to the Social Security Administration. This option should only be used if you have received a letter from the Social Security Administration notifying you of a discrepancy between money amounts shown on a Form W-3 sent to the Social Security Administration and a Form 941 sent to the IRS.

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.



The image shows the Social Security Online Business Services Online (BSO) login page. At the top, there is a logo for Social Security Administration and the text "Social Security Online Business Services Online" with a sub-header "Social Security's Business Services Online (BSO)". Below this is a "BSO Help" button. The main heading is "Business Services Online Login". The instructions state: "Type your Personal Identification Number (PIN) and password, then select Login." There are input fields for "PIN:" and "Password:". Below these are two links: "Select this link if you forgot your password." and "Select this link if you need to complete your phone registration." At the bottom of the form area are "Login" and "Cancel" buttons. A footer note says: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

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 BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Submit/Resubmit a W-2 Wage File** link.

▶ **Submit / Resubmit a W-2 Wage File**

Send an electronic file that contains annual wage data in the MMREF format. You may submit a new MMREF-1 submission, an MMREF-2 submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.)

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 Before You Start page.



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Name: **MICHAEL NEWELL**

Submitter EIN: **11-1111111**

Steps: **1. Before You Start** | [2. What's in the File?](#) | [3. Submit Your File](#) | [4. Confirmation](#)

Before You Start

You should already have a file in MMREF format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.

We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.

[What do these programs check?](#)

[Which errors are most critical to fix?](#)

[Download AccuWage](#)

[Download AccuW2C](#)

2. Zip your file.

If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages.

Do not put more than one wage file (MMREF format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW / RCW records or 50,000 RE / RCE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RC records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

[Quit without sending](#)

[Continue](#)

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 the **Continue** button after verifying that you have ensured the quality of your submission and properly compressed your file(s). The system displays the What's in the File? page.

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Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) **2. What's in the File?** [3. Submit Your File](#) [4. Confirmation](#)

What's in the File?

Please indicate the type of wage reports in the file that you are sending.

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2006 or previous tax year (MMREF-1)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (MMREF-2)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you received a Resubmission Notice)

Have you received a Reconciliation letter?

YES, I am uploading this file because I received a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W-3).

[Quit without sending](#) [Back to Step 1](#) [Continue](#)

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: Select the appropriate type of file (New W-2, New W-2c, or Resubmission).

Step 10: Select the **YES, I am uploading this file because SSA sent a letter saying the money amounts reported to IRS (941) did not match the amounts reported to SSA (W3).** checkbox.

Step 11: Select the **Continue** button to access the Submit Your File page. The **Back to Step 1** button displays the Before You Start page and the **Quit without sending** button displays the BSO Home page.


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Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: [1. Before You Start](#) | [2. What's in the File?](#) | **[3. Submit Your File](#)** | [4. Confirmation](#)

Submit Your File

Select your file by using the Browse button. Then, select the Submit button to upload your file.

Select file:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
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Step 12: Type the name of the file in the Select file field or select the **Browse** button to the right of the field to select the file.

Step 13: Select the **Submit** button to submit the file to SSA. The **Previous Page** button displays the What's in the File? page and the **Quit without sending** button displays the BSO Home page. After displaying the Submission in Progress icon, the system displays the Confirmation – Your File Was Received page.



Approximately 29 seconds remaining (1% complete).

Step 14: Select the **OK** button in the pop-up window to print the Confirmation – Your File Was Received page.



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



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Name: **MICHAEL NEWELL** Submitter EIN: **11-1111111**

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File **4. Confirmation**

Confirmation -- Your File Was Received

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date and to keep a record of the Wage File Identifier for checking the processing status.

Date: 10/23/2006	Wage File Identifier (WFID): KVQ021
Time: 05:57 PM Eastern Time	Your file name: WO 3-630.02 W2 OnlineTY6.doc
File size: 5544960 bytes. (5415 Kb)	File name assigned by SSA: 06KVQ021.01D

Check the size of your file. [How?](#)
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

What to expect:
You can check the status online at any time. However, allow 1-6 weeks for Social Security to complete the processing of your file, depending on the time of year.

Thank you for submitting your report using Business Services Online.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
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At this time, print this page and check the size of your file. We also suggest you rename the file using the name that SSA assigned to it.

Step 15: To submit another file, select the **Submit Another File** button to return to the What's in the File? page. To return to the BSO Home page, select the **BSO Home** button.

**NOTE**

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