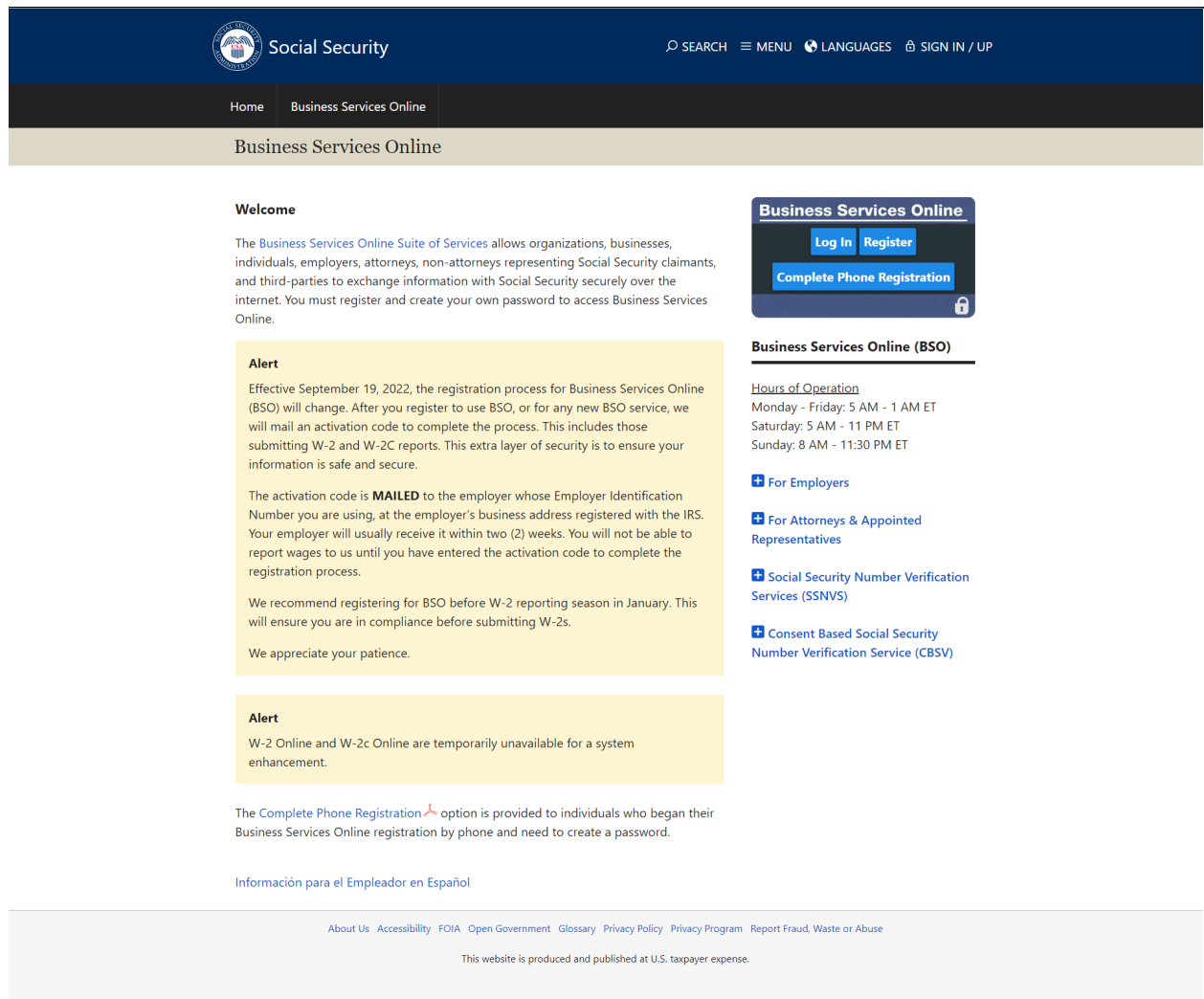


# **Tax Year 2022 Special Wage Payment Tutorial**

# Step-By-Step Instructions for Submitting a Special Wage Payments File

Follow the instructions below to submit a special wage payments file to the Social Security Administration (SSA). For information on preparing Special Wage Payment data files for electronic filing, go to [Publication 957](#).

1. Select **Business & Government** tab on the “Social Security” home page, then select **Business Services** menu to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “[Business Services Online](#)” page.



**Welcome**

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

**Alert**

Effective September 19, 2022, the registration process for Business Services Online (BSO) will change. After you register to use BSO, or for any new BSO service, we will mail an activation code to complete the process. This includes those submitting W-2 and W-2C reports. This extra layer of security is to ensure your information is safe and secure.

The activation code is **MAILED** to the employer whose Employer Identification Number you are using, at the employer's business address registered with the IRS. Your employer will usually receive it within two (2) weeks. You will not be able to report wages to us until you have entered the activation code to complete the registration process.

We recommend registering for BSO before W-2 reporting season in January. This will ensure you are in compliance before submitting W-2s.

We appreciate your patience.

**Alert**

W-2 Online and W-2c Online are temporarily unavailable for a system enhancement.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

**Business Services Online (BSO)**

**Hours of Operation**  
Monday - Friday: 5 AM - 1 AM ET  
Saturday: 5 AM - 11 PM ET  
Sunday: 8 AM - 11:30 PM ET

- [For Employers](#)
- [For Attorneys & Appointed Representatives](#)
- [Social Security Number Verification Services \(SSNVS\)](#)
- [Consent Based Social Security Number Verification Service \(CBSV\)](#)

[About Us](#) [Accessibility](#) [FOIA](#) [Open Government](#) [Glossary](#) [Privacy Policy](#) [Privacy Program](#) [Report Fraud, Waste or Abuse](#)

This website is produced and published at U.S. taxpayer expense.

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

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Welcome | BSO Information | Keyboard Navigation

HELP

**Log In to Online Services**

For your security, please log out of the application and close all Internet windows when you are finished.

**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 log 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

3. Enter your **User ID** and **Password**.
4. Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.
  - a. Select the **Log In** button to display the BSO “Main Menu” page.
  - b. To return to the “Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
**Business Services Online**

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



**Main Menu**

HELP

**ROBERT GUAY**

**Manage Account**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Welcome, XXXXXXXXXX

Your password expires on **April 01, 2100**

**[Report Wages To Social Security](#)**


Test wage files using AccuWage  
 Submit, download and print W-2s and W-2cs  
 View submission status, errors and error notices for wage reports submitted by or for your company  
 Request an extension to resubmit a wage file

www.socialsecurity.gov

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

Social Security Online
**Business Services Online**

www.socialsecurity.gov
BSO Main Menu | BSO Information | Keyboard Navigation | Logout



**Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

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.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

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**.

- 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](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Logout](#)

## Electronic Wage Reporting (EWR)

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### Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File
AccuWage Online

[Pilot Program Participants - Forms W-2/W-3 Online](#)

Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports for tax year 2022. If you need to file wage reports for any [conditions that are not supported by this application](#), use the Create/Resume Forms W-2/W-3 Online link below.

[Create/Resume Forms W-2/W-3 Online](#) (PDF is not available for W-2PR/W-3PR.)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- 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](#) (PDF is not available for W-2PR/W-3PR.)  
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 Employer Report Status](#)

Check wage report status or view errors for reports submitted for your company by a third party.

#### Resubmission Notice

Did you receive a Resubmission Notice? You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to 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.

[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](#)

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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.

- Select the **Upload Formatted Wage File** tab to access Wage File Upload application.

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu
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## 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
AccuWage Online

**Warning** This tab is **not** for submitting Forms W-2c/W-3c created using any other tab.

[Submit a Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file and receive results within minutes.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Submit a Special Wage Payments File](#)  
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

#### 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 Employer Report Status](#)  
Check wage report status or view errors for reports submitted for your company by a third party.

#### Resubmission Notice

**Did you receive a Resubmission Notice?** You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to 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.

[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](#)
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- ▶ [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**.

- Under the tab **Upload Formatted Wage File** on the EWR home page, select the **Submit a Special Wage Payments File** link, the system displays the “Submit Your Special Wage Payments File” page.


Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)



## Upload Special Wage Payment File

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Submit Your Special Wage Payments File

Name: DQTV TEST

**1. Review your file(s) for correct formatting**  
The file format for Special Wage Payments is described in Publication 957, which is available by clicking the link below. Please ensure that the format of your file is correct so that it will process successfully.

[Reporting Back Pay and Special Wage Payments](#)

**2. Zip Your File**  
If you have a large file (e.g., greater than 10MB) or a slow connection, the transmission will be faster if the file is zipped (compressed).  
WinZip, PKZip, and the Windows file compression utility are examples of acceptable compression tools.

**3. Submit Your File**  
Choose your file by using the Browse button. Then, click the Submit button to upload your file.

Choose file:

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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**.

9. On the Submit Your Special Wage Payments File:

- a. Select the **Reporting Back Pay and Special Wage Payments** link to view the Internal Revenue Service (IRS) Publication 957, “Reporting Back Pay and Special Wage Payments to the Social Security Administration”.
- b. To submit a your file, enter the name of a wage file in the **Choose file** field, or use the **Browse** button to select a wage file from your computer’s file system.
- c. Select the **Submit** button to upload your file. During file transmission, an “in progress” window is displayed. When the file upload is completed, the system displays the “Confirmation – Your File Was Received” page. A pop-up window advising you to save and/or print the page will also appear.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov
EWR Home | E-mail a Wage Reporting Expert | Logout



## Upload Special Wage Payment File

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### Special Wage Payments File Submission Confirmation

Name: [REDACTED]

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 Special Wage Payment Confirmation Number for checking the processing status.

<b>Date:</b> 9/23/22	<b>Confirmation Number:</b> [REDACTED]
<b>Time:</b> 01:29 PM Eastern Standard Time	<b>Your File Name:</b> BSO file 1.txt
<b>File Size:</b> 1,963 bytes (1.9 Kb)	

**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:**  
 Please allow 24 to 48 hours to complete the processing of your file. Our business days are Monday through Friday.

**Thank you for submitting your report using Business Services Online.**

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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**.

10. To submit another file, select the **Submit Another File** button on the Confirmation page to return to the “Submit Your Special Wage Payments File” page. To return to the EWR home page, select the **EWR Home** button or the **EWR Home** link at the top of the page.