

**Tax Year 2025**

**W-2/W-3 Online**

**Tutorial**

## 1.0 Create/Resume Forms W-2/W-3 Online

1. On the Electronic Wage Reporting (EWR) home page, select the **Create/Resume Forms W-2/W-3 Online** link in the Reporting Wages to Social Security section. If there are no unsubmitted reports, the system displays the “Before You Create Your Form(s) W-2/W-3” page; if there are unsubmitted reports, the system displays the Forms W-2/W-3 Online “Unsubmitted Reports” page.

*See “Access EWR Suite of Services Tutorial” for how to access the EWR homepage.*

2. On the Unsubmitted Reports page:

- a. Select the **Start a New Report** button. The system displays the “Before You Create Your Form(s) W-2/W-3” page.
- b. Select the **Edit** link or the Employer Name link to go to the “W-2 List for this Submission” page.

- c. Select the **Delete** link to delete an unsubmitted report. The “Are you sure you want to delete the unsubmitted report?” page will be displayed.
- d. Select the **Cancel** button to return to the EWR homepage.

Note:

*You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report.*

Employer Name	EIN	# of Form(s) W-2	Save Date	Purge Date	Tax Year
PERMA CAL GROUP INC	12345	1	10-24-2024	02-21-2025	2024

3. On the Before You Create Your Form(s) W-2/W-3 page:

- a. Provide correct information related to Tax Year, company name, EIN and the type of W-2 Form you are creating. If you received a Reconciliation Letter, select the check box.
- b. If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “Employer Information for this Wage Report” page.
- c. If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “W-2 Online Restrictions” page.
- d. Select the **Cancel** button to return to the EWR homepage.

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 **Forms W-2/W-3 Online**

**Before You Create Your Form(s) W-2/W-3**

Please answer the following questions:

► Please select the Tax Year:

► For whom are you filing?

► Please enter the EIN:

► Please select the type of W-2 Form (Regular or Territorial):

► Have you received a Reconciliation Letter?  YES, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

**Check for Exceptions**  
 Does this wage report involve any of the following uncommon situations? [More Info](#)  
 If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you filing a W-2 with entries only in boxes 8 or 13-20?

Yes, one or more of these situations apply to this wage report.

**!** **Warning:** Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

**Cancel** **Continue >>**

4. On the Employer Information for this Wage Report page:

Enter or review the employer information, contact person information, other Information, select the Kind of Payer and the Kind of Employer, then select the **Continue** button:

- a. If reports from last year exists, the system will display the Employer Information for the Wage Report <company name> page;
- b. If reports from last year do not exist, the system will display the Enter W-2 Information page.

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 **Forms W-2/W-3 Online**

Steps:  Employer Information  Form(s) W-2  W-2 List  W-3 Preview  Print & Review  Sign & Submit  Submission Confirmation  Save PDF

**1 Employer Information for this Wage Report**

Fields marked with an asterisk (\*) MUST be completed.

**Enter/Review Employer Information for this Wage Report**

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

 <b>Employer Name:</b> <input type="text" value="EWR"/>	 <b>EIN:</b> <input type="text" value="033"/>
 <b>Country:</b> <input type="text" value="United States"/>	
<b>Address Line 1 (Apt, Floor, Bldg., etc.):</b> <input type="text"/>	<b>Address Line 2 (Street Address or PO Box):</b> <input type="text"/>
 <b>City:</b> <input type="text"/>	
 <b>State Abbreviation (for U.S.)/Province:</b> <input type="text"/>	
 <b>ZIP/Postal Code:</b> <input type="text"/>	<b>ZIP Ext. (U.S. only):</b> <input type="text"/>

<b>Contact Person for this Submission</b>	<b>Contact Person for this Employer</b>
 <b>Name:</b> <input type="text" value="DQTV TEST"/>	 <b>Name:</b> <input type="text"/>
 <b>Email:</b> <input type="text" value="EWR1"/>	 <b>Email:</b> <input type="text"/>
 <b>Phone:</b> <input type="text" value="41"/>  <b>Ext:</b> <input type="text"/>	 <b>Phone:</b> <input type="text"/>  <b>Ext:</b> <input type="text"/>
 <b>Fax:</b> <input type="text"/>	 <b>Fax:</b> <input type="text"/>

**Other Information**

Please fill in the following if they apply to you (these are generally uncommon).

**Other EIN Used this Year for this Employer:**

**Establishment Number:**

**W-3 Control ID:**

**Kind of Payer**

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

 **Kind of Payer:**

 **Warning:** Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

941 (Regular)  
 Household Employer  
 943 (Agriculture)  
 944 (Regular)  
 CT-1 (Railroad)  
 Medicare Government Employer (For Government Employers only)  
 Military

**Kind of Employer**

Select the Kind of Employer that best describes your situation.

 **Kind of Employer:**

Federal Government  
 Tax Exempt Employer (501c Non-Gov)  
 State and Local Governmental Employer (State/Local Non-501c)  
 State and Local Tax Exempt Employer (State/Local 501c)  
 None Apply  
 Third-party Sick Pay

[Cancel](#) [Continue >>](#)

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.

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## 4.1 On the Employer Information for this Wage Report &lt;company name&gt; page:

- If the user chooses to use the reports from last year, select a WFID. The system displays the W-2(s) Available for WFID <WFID> <company name> page.
- If the user does not choose to use the reports from last year, select the **Continue** button. The system displays the Enter W-2 Information page.
- Select the **Cancel** button to return to the EWR homepage.

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## Electronic Wage Reporting (EWR)

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 Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 List ③ W-3 Preview ④ Print & Review ⑤ Sign & Submit ⑥ Submission Confirmation ⑦ Save PDF

**① Employer Information for this Wage Report (PERMANENTE MEDICAL GROUP INC)**

W-2 Reports from last year exist which may be used for prefiling data for this year's reports. To use these reports, select one of the WFIDs below, otherwise select **Continue**.

Reports Available: 1		
WFID	Date Submitted	# of W-2s
000-00-0000	02-28-2022	1

**Cancel** **Continue >>**

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.

## 4.2 On the W-2(s) Available for WFID &lt;WFID&gt; &lt;company name&gt; page:

- Select W-2(s) for prefiling this year's W-2(s), and then select the Continue button. The system displays the W-2 List for this Submission <company name> page.
- Select the Previous button to return to the Employer Information for this Wage Report <company name> page.
- Select the Cancel button to return to the EWR homepage.

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## Electronic Wage Reporting (EWR)

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 Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 List ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**② W-2(s) Available for WFID 000-00-0000 (TEST COMPANY ONE HUNDRED AND ONE. THIS IS ONLY A TEST.)**

Please select W-2(s) for prefill this year's W-2(s).

# of W-2(s) Available: 4		
Select All	Name	SSN
<input checked="" type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-4444
<input type="checkbox"/>	TEST THREE, TEST LASTS	XXX-XX-5555
<input type="checkbox"/>	TEST FOUR, LAST FOUR	XXX-XX-6767
<input type="checkbox"/>	TEST FRIST ONE, LAST TEST	XXX-XX-6767

**Cancel** **<< Previous** **Continue >>**

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.

## 4.3 On the W-2 List for this Submission &lt;company name&gt; page:

The Status column displaying a  symbol indicates that the form has been prefilled but has not met the system's minimum requirements for the W-2 Forms. To meet the system's minimum requirements for the W-2 Forms, select a name, the system will display the Enter W-2 Information page.

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 **Forms W-2/W-3 Online**

Steps: [① Employer Information](#) [② Form\(s\) W-2](#) **③ W-2 List** [④ W-3 Preview](#) [⑤ Print & Review](#) [⑥ Sign & Submit](#) [⑦ Submission Confirmation](#) [⑧ Save PDF](#)

**③ W-2 List for this Submission (TEST INC)**

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

The Status column displaying a  symbol indicates that the form has been prefilled and is not completed. To complete a form, please select a name.

Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	Delete
	1.	DAMA_SRINI	XXX-XX-1234	-	<a href="#">Delete</a>
			<b>Total</b>	<b>\$0.00</b>	

[Save and Quit](#) [Edit Employer Information](#) [Start a New W-2 >>](#) [Continue to W-3 Preview >>](#)

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.

## 5. On the Enter W-2 Information page:

- Enter employee's data. There should be at least one money value (greater than \$0.00) entered in Boxes 1 through 7 or 10 through 12.
- Select the **Save and Create a New W-2** button to save this W-2 information and create a new W-2. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.
- Select the **Save and Go to Next W-2** button to save this W-2 information and edit next W-2 on the W-2 List for this Submission page. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.
- Select the **Save and Go to W-2 List** button when you finish creating or editing the W-2 Forms. The system displays the W-2 List for this Submission page.

Note:

- You can enter a maximum of fifty W-2 Forms. The number of the current W-2 is displayed at the top of the "Enter W-2 Information" page. After entering your fiftieth W-2, the system will no longer display the **Save and Create a New W-2** button.*
- Select the **Cancel Changes** button to discard changes made to this W-2. The system displays the W-2 List for this Submission page.

f. Select the **Delete this W-2** button: If the form has been saved previously, the system will display the “Are you sure you want to delete this W-2” page; If the form has not been saved previously, the system will display the “W-2 List for this Submission” page.

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## Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### ② Enter W-2 Information

You are currently working on W-2 number: 1 of 50. 7

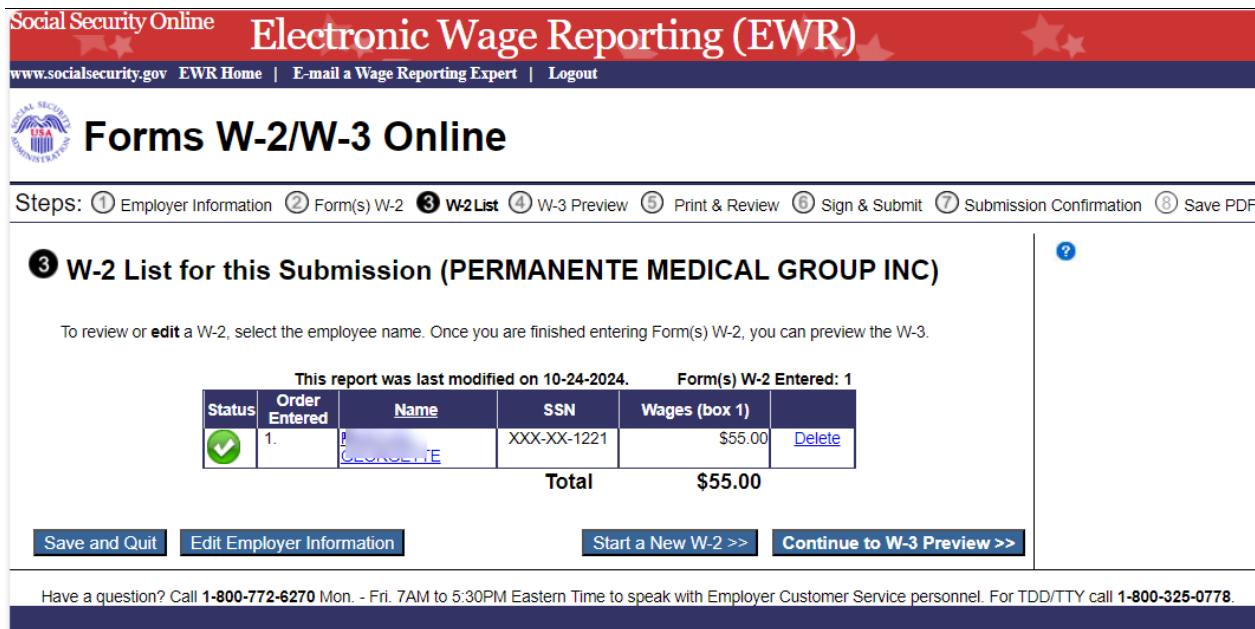
Fields marked with an asterisk (\*) MUST be completed.

a * Employee's social security number [2] - [3] - [3]	For official use only OMB No. 1545-0008				
b Employer identification number [3] - [3]	1 Wages, tips, other compensation \$ 33.00				
c Employer's name, address, and ZIP code MAY BALTIMORE, MD 21111	2 Federal income tax withheld \$ 2.00				
d Control number [10]	3 Social security wages \$ 0.00				
e Employee's first name, middle initial, last name and suffix * First: S Middle: [ ] * Last: D Suffix: [ ]	4 Social security tax withheld \$ 0.00				
f Employee's address * Country: United States Address Line 1 (Apt, Floor, Bldg., etc.): Address Line 2 (Street Address or PO Box): * City: F	5 Medicare wages and tips \$ 0.00				
U.S. address or a foreign address * State/Province: MD * ZIP/Postal code: 21222 ZIP Ext. (U.S. only): [ ]	6 Medicaid tax withheld \$ 0.00				
11 Nonqualified plans Section 457 distributions or contributions \$ 0.00	7 Social security tips \$ 0.00				
Not set aside on 457 distributions or contributions \$ 0.00	8 Allocated tips \$ 0.00				
12a	9 Not Applicable				
12b	10 Dependent care benefits \$ 0.00				
12c	11 Nonqualified plans Section 457 distributions or contributions \$ 0.00				
12d	12a				
12e	12b				
12f	12c				
12g	12d				
15 Employer's State ID number [2] [2]	16 State wages, tips, etc. \$ 0.00 \$ 0.00	17 State income tax \$ 0.00 \$ 0.00	18 Local wages, tips, etc. \$ 0.00 \$ 0.00	19 Local income tax \$ 0.00 \$ 0.00	20 Locality name [10]
<p><b>Cancel Changes</b> <b>Delete this W-2</b> <b>Save and Create a New W-2 &gt;&gt;</b> <b>Save and Go to Next W-2 &gt;&gt;</b> <b>Save and Go to W-2 List &gt;&gt;</b></p> <p>Have a question? Call 1-800-772-6278 Mon. - Fri. 7 AM to 7 PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</p>					

6. On the W-2 List for this Submission page:

- Once the W-2 Form meets the system's minimum data requirement, the Status column will display a  symbol instead of the  symbol.
- Select a name to view and edit the W-2 data.
- Select the **Delete** link to delete the W-2. When you select the delete link, “Are you sure you want to delete this W-2” page will be displayed.

- d Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed.
- e Select the **Edit Employer Information** button. The system displays the Employer Information for this Wage Report page.
- f Select the **Start a New W-2** button. The system displays the Enter W-2 Information page.
- g Select the **Continue to W-3 Preview** button. The system displays the W-3 Preview for this Submission page. If one of the prefilled forms has not met the system’s minimum data requirement, the **Continue to W-3 Preview** button will not be active.



The screenshot shows the "Forms W-2/W-3 Online" page. At the top, there is a red header bar with the text "Social Security Online" and "Electronic Wage Reporting (EWR)". Below the header, there is a blue navigation bar with links for "www.socialsecurity.gov EWR Home", "E-mail a Wage Reporting Expert", and "Logout". The main content area has a white background. At the top of this area, there is a sub-header "Forms W-2/W-3 Online". Below this, there is a sub-sub-header "③ W-2 List for this Submission (PERMANENTE MEDICAL GROUP INC)". A table is displayed, showing a single row of data. The table has columns for "Status" (with a green checkmark), "Order Entered" (with the value "1."), "Name" (with the value "GEORGE E"), "SSN" (with the value "XXX-XX-1221"), "Wages (box 1)" (with the value "\$55.00"), and "Delete" (with a blue link). Below the table, there are buttons for "Save and Quit", "Edit Employer Information", "Start a New W-2 >>", and "Continue to W-3 Preview >>". At the bottom of the page, there is a footer bar with the text "Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.".

7. On the W-3 Preview for this Submission page:
  - a. The totals displayed in Boxes 16, 17, 18, and 19 are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals and select the **I Agree** check box to continue. This information will not be used by SSA, nor will it be forwarded to any state or local entity.
  - b. **SSN Truncation:** to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees by selecting the check box labeled “SSNs will be truncated (Format \*\*\*\*1234); if you choose not to truncate the SSNs, select the check box labeled “SSNs will be fully displayed (Format 123456789)”. Once the Forms are submitted to SSA, you may not change your selection.
  - c. Select the **Continue** button. The system displays the “Print Unsubmitted Form(s) W-2/W-3 for Review” page.
  - d. Select the **Return to W-2 List** button. The system displays the “W-2 List for this Submission” page.

e. Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed.

#### ④ W-3 Preview for this Submission

Ensure that the information on your Form(s) W-2 for this employer reconciles with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2 List](#) and select the W-2 you need to edit.

a Control number	For official use only OMB No. 1545-0008		
b Kind of payer 941 - Regular	1 Wages, tips, other compensation \$55.00	2 Federal income tax withheld \$0.00	
Kind of employer Federal Government	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	
c Total number of forms W-2 1	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	
e Employer identification number [REDACTED]	7 Social security tips \$0.00	8 Allocated tips \$0.00	
Employer's name, address, and ZIP code PE [REDACTED] L GROUP INC 1900 FRANKLIN ST STE 18 OAKLAND, CA 94612-5118	9 Not Applicable	10 Dependent care benefits \$0.00	
	11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00	
	13 For third-party sick pay use only	12b Not Applicable	
	14 Income tax withheld by payer of third-party sick pay \$ 0.00		
h Other EIN used this year	<p><b>Note:</b> The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity.</p>		
15 State Employer's state ID number	16 State wages, tips, etc. \$ 0.00	17 State income tax \$ 0.00	
	18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00	
Contact person H	Telephone number 4105971979		
E-mail address QINGA.LIU@SSA.GOV	Fax number		

\* SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees.

**Warning:** When you select to truncate the SSN, it applies to ALL copies and once forms are submitted to SSA, you may NOT change your selection.

- SSNs will be fully displayed (Format: 123456789)
- SSNs will be truncated (Format: \*\*\*\*\*1234)

**Save and Quit**

[<< Return to W-2 List](#)

[Continue >>](#)

8. On the Print Unsubmitted Form(s) W-2/W-3 for Review page:

- Select the **Continue** button. The system will display the Sign and Submit page.
- Select the **Return to W-2 List** button. The system displays the W-2 List for this Submission page.
- Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed.

**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**5 Print Unsubmitted Form(s) W-2/W-3 for Review**

- Print the PDF file below to review your unsubmitted Form(s) W-2 and W-3. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.
- Once you have reviewed your Form(s) W-2 and W-3, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2 to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2 information, please select the "Return to W-2 List" button.
- When you believe the W-2 information is accurate, you can continue to the "Sign & Submit" step.
- Check with the IRS for online filing [deadlines](#).

**Your Unsubmitted Copy**

Your unsubmitted work has been saved for future use.

[Print Unsubmitted W2/W3 240053436.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

[Save and Quit](#) [<< Return to W-2 List](#) [Continue >>](#)

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 Sign and Submit page:

- Select the check box to attest to the accuracy of the report and select the **Submit this Wage Report** button to submit your wage report. The system displays the “Confirmation Receipt - Your W-2/W-3 File Was Received” page with a pop-up window.
- Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed.
- Select the **Previous** button to return to the “Print Unsubmitted Form(s) W-2 for Review” page.

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 **Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ **Sign & Submit** ⑦ Submission Confirmation ⑧ Save PDF

**6 Sign and Submit** 

Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me.

By checking agreement below and selecting the "Submit this Wage Report" button, I affirm that the above statement is true.

I, **DQTV TEST**, read and agree with the above.

Note: You are only attesting to the *accuracy* of this information.

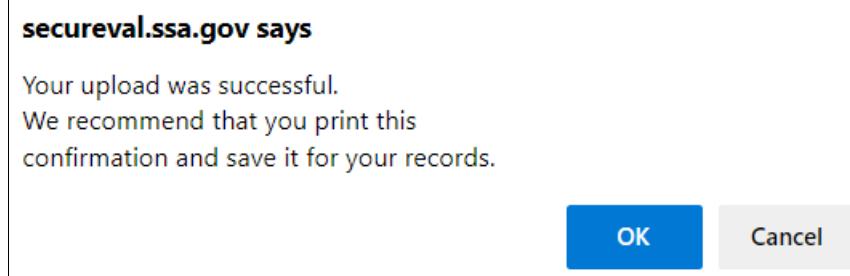
[Save and Quit](#) [<< Previous](#) [Submit this Wage Report >>](#)

\* Once you submit this wage report electronically, do not send any paper forms to SSA.

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. On the pop-up window:

- Select the **OK** button to print the “Confirmation Receipt - Your W-2/W-3 File Was Received” page.
- Select the **Cancel** button to close the pop-up window.



11. On the Confirmation Receipt – Your W-2/W-3 File Was Received page:

- Select the **Print this Page** button to print the “Confirmation Receipt” page.
- Select the **Go to Save Official PDF** button. The system displays the Save PDF page.

Note:

*Your wage file will be available for you to review under your BSO account until the date displayed on your “Save PDF” page.*

## Confirmation Receipt - Your W-2/W-3 File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **W250KT**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

**! Do not mail us any paper Form(s) W-2 or W-3.**

### Your Receipt

Employer: PERIODICAL GROUP INC Employer EIN: **9**

Tax year: 2024

Payer type: 941 - Regular

Received on: 10/24/2024 09:40 AM Eastern  
Time

Form type: W-2

Received: 1 Form W-2

Total wages: \$55.00

Federal income tax withheld: \$88.00

Social security wages: \$33.00

Social security tax withheld: \$6.00

Medicare wages and tips: \$7,777.00

Medicare tax withheld: \$8.00

### What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Print and distribute the Form(s) W-2 to your employees if you have not already done so.

**! Do not mail us any paper Form(s) W-2 or W-3.**

### What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

[Print this Page](#)

[Go to Save Official PDF >>](#)

12. On the Save PDF page:

- Right click the file name (<filename.pdf>) to view or save the submitted report.
- Select the **Start a New Report** button. The system displays the "Before You Create Your Form(s) W-2/W-3" page.
- Select the **View Unsubmitted Reports** button. The system displays the Unsubmitted Reports page.
- Select the **EWR Home** button to go to the EWR homepage.

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**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**8 Save PDF**

- Save the official PDF file below to your hard drive so that you can reference it later.
- Once you have closed this session, the file will only be available for 30 days. Saving it to your hard drive will allow you to reference it later.

**Save Your Official Copy**

"Important: Save an official copy of the submitted file on your computer"

Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.

This file will be available online until 11-23-2024.

To save the file below to your hard drive, please right click the file name and use the "Save Target As ..." option.

 [V250X7.pdf \(Final\)](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

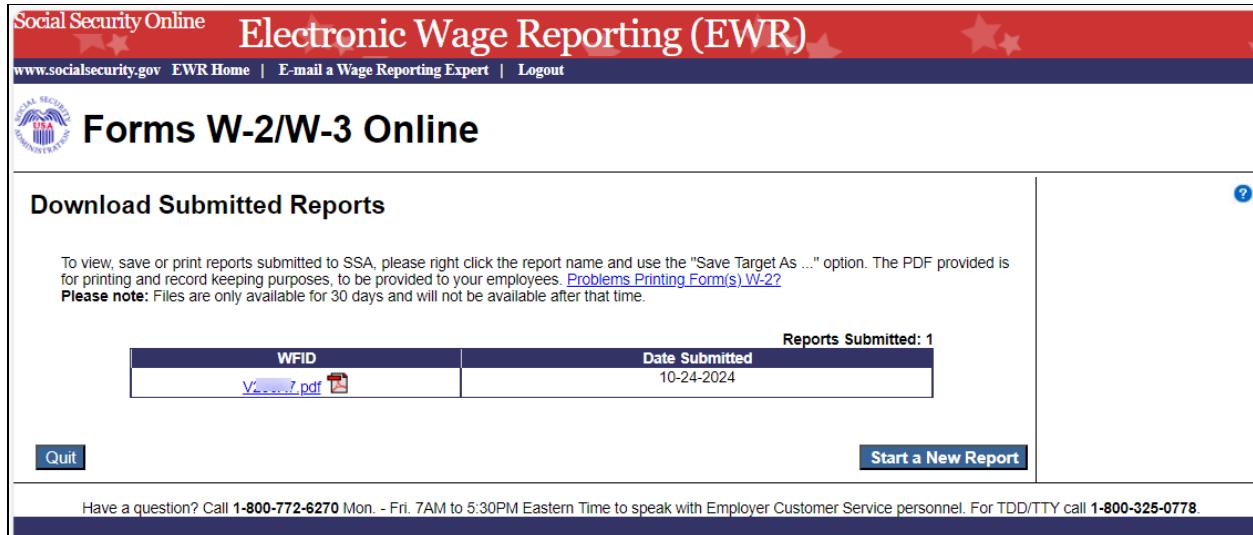
**! Do not mail us any paper Form(s) W-2 or W-3.**

[EWR Home](#) [Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

## 2.0 Download Submitted Reports

1. Select the **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** link under the Forms W-2/W-3 Online tab on EWR home page. The system displays the “Download Submitted Reports” page.



The screenshot shows the EWR homepage with the title 'Electronic Wage Reporting (EWR)' and the sub-section 'Forms W-2/W-3 Online'. Below this, a table displays a single report entry with the WFID and Date Submitted. At the bottom, there are 'Quit' and 'Start a New Report' buttons, and a note about calling for assistance.

Reports Submitted: 1	
WFID	Date Submitted
<a href="#">V.....7.pdf</a>	10-24-2024

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

2. Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:
  - a Select **Save Target As** to download the file onto your computer.
  - b Select **Open in New Window** to view the file.

**Note:**

*Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at [adobe](#) website.*

*If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.*

- c. Select the **Quit** button to return to the EWR homepage.
- d. Select the **Start a New Report** button to proceed to the “Before You Create Your Form(s) W-2/W-3” page.

## 3.0 Other Pages

### 3.1 Are You Sure You Want to Delete This W-2 Page

If a user selects the **Delete This W-2** button on the “Enter W-2 Information” page, or the **Delete** link on the “W-2 List for this Submission” page, the system will display the “Are you sure you want to delete this W-2” page.

Are you sure you want to delete this W-2?					
<b>Options</b> <table border="1"> <tr> <td><b>Yes</b></td> <td>Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.</td> </tr> <tr> <td><b>No</b></td> <td>This will take you back to the W-2 List for this Submission page.</td> </tr> </table>		<b>Yes</b>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.	<b>No</b>	This will take you back to the W-2 List for this Submission page.
<b>Yes</b>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.				
<b>No</b>	This will take you back to the W-2 List for this Submission page.				
Have a question? Call <b>1-800-772-6270</b> Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .					

### 3.2 W-2 Online Restrictions Page

Users can access “W-2 Online Restrictions” page by selecting the **Continue** button on the “Before You Create Your Form(s) W-2/W-3” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.

You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.

[EWR Home Page](#)

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**.

### 3.3 Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA? Page

If a user selects the **Save and Quit** button on the “W-2 List for this Submission (ABC Limited)” page, “W-3 Preview for this Submission” page, the “Print Unsubmitted Form(s) W-2/W-3 for Review” page or the “Sign and Submit” page, the system will display the “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page.

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**Forms W-2/W-3 Online**

**Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?**

Options	
<b>Yes</b>	Your employer information and Forms W-2 will be saved until 02-21-2025. You may return to finalize and submit your annual wage report anytime between now and 02-21-2025.
<b>No</b>	Continue working on this wage report.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 5:30PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

### 3.4 Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects **Delete** button on the “Unsubmitted Reports” page, the system will display the “Are you sure you want to delete the Unsubmitted Report” page.

Social Security Online **Electronic Wage Reporting (EWR)**

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**Forms W-2/W-3 Online**

**Are you sure you want to delete the unsubmitted report?**

Options	
<b>Yes</b>	Your unsubmitted wage report will be deleted.
<b>No</b>	You will be sent back to the Unsubmitted Reports page.

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.