

Tax Year 2025
W-2/W-3 Online Tutorial

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1.0 Access Forms W-2/W-3 Online

Select the **Forms W-2/W-3 Online** tab on the EWR homepage to access the Forms W-2/W-3 Online application. Select the **Create/Resume Forms W-2/W-3 Online** link. The system displays the “Create a New Report” page.

Follow the same steps to access Corrections W-2c/W-3c landing page.

Social Security Online Business Services Online
www.socialsecurity.gov | [BSO Main Menu](#) | [BSO Information](#) | [Logout](#)

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

Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

New application - [Create/Resume Forms W-2/W-3 Online](#) (U.S. Domestic wage reports *only*)

- Create, resume and submit small batch wage reporting (up to 50 W-2s Forms per W-3 Report).
- Print or save a PDF copy of Forms W-2 for your employees.
- Continue working on reports you started but haven't submitted.
- View the final PDF of Submitted reports from the last 30 days.

If you need to file for a US Territory, use the [Previous application](#) link below.

Previous application - [Create/Resume Forms W-2/W-3 Online](#) (U.S. Domestic and Territories wage reports)

- [Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#) (PDF is not available for W-2PR/W-3PR.)

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.

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](#)

[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](#)

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.

Social Security Online **Business Services Online**

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

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 The wage report containing the Form(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

New application - [Create/Resume Forms W-2c/W-3c Online](#)

- Create, resume and submit small batch wage reporting (up to 25 Forms W-2c per W-3c Report).
- Print or save a PDF copy of Forms W-2c for your employees.
- Continue working on reports you started but haven't submitted.
- View the final PDF of reports you submitted from the last 30 days.

Previous application - [Create/Resume Forms W-2c/W-3c Online](#)

- [Save \(or Print\) Submitted W-2c Report\(s\)/PDF to Your Computer.](#)

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](#)

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 Forms W-2/W-3 Path

This path allows you to:

- Create and submit up to 50 **regular domestic** Forms W-2 per W-3 Report to SSA. (Use legacy W-2/W-3 Online application on the EWR home page to file a different type of W-2/W-3.)
- Print and/or save a PDF copy of W-2/W-3 Forms for your employees.
- Continue existing Unsubmitted Reports previously started in this application.
- View the final PDF of submitted reports from the last 30 days.

2.1 Create New Reports

2.1.1 Forms W-2/W-3 Online Landing Page

On the Forms W-2/W-3 Online landing page, select the **Create a New Report** button. The system displays the For Whom Are You Filing page.

From any page within the application, you can go back to the EWR Home page by selecting the **EWR Home** link in the top left corner of the page.

Reports created but not submitted will be displayed in the “Unsubmitted Reports” section. Unsubmitted Reports are available for 120 days. See the [Unsubmitted Reports](#) section within this tutorial for additional information.

Reports created and submitted will be displayed in the “Submitted Reports” section. Submitted reports are available for 30 days. See the [Submitted Reports](#) section within this tutorial for additional information.

EWR Home **Forms W-2/W-3 Online** Corrections W-2c/W-3c Help

Forms W-2/W-3 Online

Welcome to Forms W-2/W-3 Online

This application allows you to:

- Create and submit to SSA up to 50 W-2 Forms per W-3 Report.
- Print and/or save a PDF copy of W-2 Form(s) for your employees.
- Continue existing Unsubmitted Reports previously started in this application.
- View the final PDF of Submitted reports from the last 30 days.

Please review the guidance for [additional restrictions and instructions](#).

Create a New Report

Unsubmitted Reports
You can have up to 100 unsubmitted reports at any time. Unsubmitted reports are available for 120 days from last save date.

Employer Name	EIN	Tax Year	W-2 Count	Saved (ET)	Actions
PERMANENTE MEDICAL GROUP INC	30	2024	0	11/12/2024 06:28 AM	Resume Delete

Submitted Reports
The final PDF(s) are available for download for only 30 days from the date of submission.

Employer Name	EIN	Tax Year	W-2 Count	WFID	Submitted (ET)	Actions
No information found.						

2.1.2 For Whom Are You Filing Page

On the For Whom Are You Filing page: you can file reports for “My Company”, “Previously Filed Employer” and “New Employer”.

EWR Home Forms W-2/W-3 Online Help

Forms W-2/W-3 Online

For whom are you filing?
* Indicates required information

My Company

File for the company associated with your account and pre-populate some of your filing.

Employer Name
WORLDWORLD INC

Employer Identification Number (EIN)
00-0000000

[File for My Company](#)

Previously Filed Employer

Pre-populate some of your filing by selecting an employer you previously filed for.

Employer Name ⓘ
--

Employer Identification Number (EIN)
Not Answered

New Employer

Create a new filing for a new employer.

[File for a New Employer](#)

[Exit Without Saving](#)

File for My Company:

To file reports for your own company, select the **File for My Company** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.

- Employer Name and EIN are prepopulated from the user’s registration account.
- Establishment Number is optional.
- Tax Year is default to the current tax year.
- Kind of Payer is default to 941 (Regular).

Wage Report Setup

i Review your selection. You will not be able to change these details in this wage report later.

Employer Name
PERMANENTE MEDICAL GROUP INC

Employer Identification Number (EIN)
94-2728480

Establishment Number

Tax Year ⓘ [I want to file for a different tax year.](#)
2024 ▼

Type of W-2 Form ⓘ [I want to file a different type of W-2.](#)
Regular W-2

Kind of Payer
For more information on these selections, refer to [IRS guidelines](#) for your specific situation.

<input checked="" type="radio"/> 941 (Regular)
<input type="radio"/> Household Employer
<input type="radio"/> 943 (Agriculture)
<input type="radio"/> 944 (Regular)
<input type="radio"/> CT-1 (Railroad)
<input type="radio"/> Medicare Government Employer (for Government Employers Only)
<input type="radio"/> Military



Save & Continue
Exit Without Saving

File for Previously Filed Employer:

To file reports for an employer you previously filed for, select that employer’s name/EIN from the Employer Name dropdown list. EIN for the selected employer will be displayed below the Employer Name field and the **File for Selected Employer** button will be displayed.


Previously Filed Employer


Pre-populate some of your filing by selecting an employer you previously filed for.

Employer Name  

Anderson Cake and Cones (01-000 ▾)

Employer Identification Number (EIN)

01-0000000 


[File for Selected Employer](#) 


Select the **File for Selected Employer** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.


- Employer Name and EIN are prepopulated from the previously filed report. These can not be changed.
- Establishment Number is prepopulated from the previously filed report. This can be changed.
- Tax Year is defaulted to the current tax year.
- Kind of Payer is prepopulated from the previously filed report. This can be changed.


Wage Report Setup

i Review your selection. You will not be able to change these details in this wage report later.

Employer Name
 PT [REDACTED] OUP INC 

Employer Identification Number (EIN)
 9 [REDACTED] 80 

Establishment Number
 

Tax Year ⓘ [I want to file for a different tax year.](#)
 2024 ▾ 

Type of W-2 Form ⓘ [I want to file a different type of W-2.](#)
 Regular W-2

Kind of Payer
 For more information on these selections, refer to [IRS guidelines](#) for your specific situation.

<input checked="" type="radio"/> 941 (Regular)
<input type="radio"/> Household Employer
<input type="radio"/> 943 (Agriculture)
<input type="radio"/> 944 (Regular)
<input type="radio"/> CT-1 (Railroad)
<input type="radio"/> Medicare Government Employer (for Government Employers Only)
<input type="radio"/> Military

File for New Employer:

To file reports for a company you have not previously filed for, select the **File for a New Employer** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.

- Employer Name and EIN are required fields.
- Establishment Number is optional.
- Tax Year is defaulted to the current tax year.
- Kind of Payer is defaulted to 941 (Regular).

Wage Report Setup

i **Review your selection.** You will not be able to change these details in this wage report later.

*** Employer Name**

*** Employer Identification Number (EIN)**

Establishment Number

Tax Year [? I want to file for a different tax year.](#)

2024 ▾

Type of W-2 Form [? I want to file a different type of W-2.](#)

Regular W-2

Kind of Payer

For more information on these selections, refer to [IRS guidelines](#) for your specific situation.

<input checked="" type="radio"/> 941 (Regular)
<input type="radio"/> Household Employer
<input type="radio"/> 943 (Agriculture)
<input type="radio"/> 944 (Regular)
<input type="radio"/> CT-1 (Railroad)
<input type="radio"/> Medicare Government Employer (for Government Employers Only)
<input type="radio"/> Military

Save & Continue

Exit Without Saving

Note:

- You will not be able to change the information entered in the "Wage Report Setup" section once you navigate away from the page. If you need to change it, create a new report and delete the one you no longer need.
- No matter whom you are filing for, select the **Save & Continue** button. The system displays the Enter Employer Information page.

2.1.3 Enter Employer Information Page

The Enter Employer Information page includes the following four sections:

- 1) Employer Address

- 2) Other Information
 - 3) Contact Details: Contact Person for this Submission and Contact Person for this Employer
 - 4) Select Kind of Employer
- If you selected to file reports for your own company, the Employer Address and the Contact Person for this Submission fields will be prepopulated.
 - If you selected to file reports for a previously filed employer, all fields will be prepopulated.
 - If you selected to file reports for a new company, only the Contact Person for this Submission field will be prepopulated.

Select the **Save & Continue** button. The system displays the W-2 List page.

Enter Employer Information

* Indicates required information

Employer Address

* Country

* Street Address

Apartment, Suite, Building, Etc.

* City/Town

* State/Territory

* ZIP Code

Other Information

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

Other EIN Used this Year for this Employer

W-3 Control Number

Contact Details

Contact Person for this Submission

Name

* First * Last

* **Email Address**

Phone Number

U.S. International

* 10-digit Number **Ext.**

Fax Number

Contact Person for this Employer

Same as Contact Person for this Submission

Name

* First * Last

* **Email Address**

Phone Number

U.S. International

* 10-digit Number **Ext.**

Fax Number

Select Kind of Employer

Kind of Employer

<input type="radio"/> Federal Government
<input type="radio"/> Tax Exempt Employer (501c Non-Govt)
<input type="radio"/> State and Local Governmental Employer (State/Local Non-501c)
<input type="radio"/> State and Local Tax Exempt Employer (State/Local 501c)
<input checked="" type="radio"/> None Apply

Save & Continue
Save
Exit Wage Report

2.1.4 W-2 List Page (without W-2 Forms)

If no W-2 Forms were added to this report previously, the W-2 List page displays an empty table. Select the **Add New W-2** button. The system displays the Enter W-2 Information page.

If you filed for the same employer previously, you can use the **Import W-2 Form(s)** function. See the [Import W-2 Form\(s\)](#) section within this tutorial for additional information.

Tax Year 2024	Employer Name G	Additional Report Info
-------------------------	---------------------------	--

W-2 List

You can add up to 50 W-2 Forms per wage report.

Name	SSN	Wages (Box1)	Edit
No W-2 Forms added.			

Add New W-2
Import W-2 Form(s)

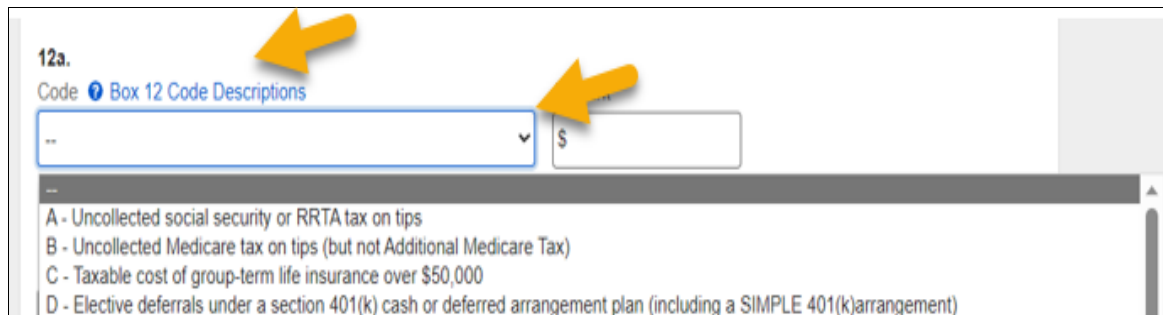
i You must add at least one W-2 Form to continue.

Save & Continue
Previous
Exit Wage Report

2.1.5 Enter W-2 Information Page

The Enter W-2 Information page includes employee information, federal information and state/local information.

- The W-2 Form must be free of errors to be saved.
- Enter all money fields that are relevant to this W-2. At least one money field must be entered in boxes 1 through 12.
- You can have four box 12 sets, three box 14 sets and two state/local sets. If you have more box 12, box 14 or state/local sets, you will need to create another W-2 for the same employee.
- Select either the “Box 12 Code Descriptions” link or the dropdown arrow to see the description of each Box 12 code.



12a.
Code [Box 12 Code Descriptions](#)

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A - Uncollected social security or RRTA tax on tips
B - Uncollected Medicare tax on tips (but not Additional Medicare Tax)
C - Taxable cost of group-term life insurance over \$50,000
D - Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)

- SSA will not send state/local data to IRS.

When you finish working on this page, you can choose to:

- Save this W-2 and return to the W-2 List page,
- Save this W-2 and add another W-2 to the same report, or
- Delete this W-2 and return to W-2 List page.

You can navigate between the Enter W-2 Information page and the W-2 List page to add W-2 Forms, edit W-2 Forms, preview W-2 Forms, or delete W-2 Forms. After entering all W-2 Forms for this report and you are ready to submit this report to SSA, you will need to return to the W-2 List page.

Enter W-2 Information

For guidance on completing W-2 Forms, refer to [General Instructions for Forms W-2 and W-3](#).

* Indicates required information

*** Employee's Social Security Number (SSN)** **Control Number**

Employee's Name

* First [M.I.](#) * Last Suffix

Employee's Address

* Country

* Street Address Apartment, Suite, Building, Etc.

* City/Town * State/Territory

* ZIP Code

1. Wages, Tips, Other Compensation		2. Federal Income Tax Withheld	
\$ <input type="text"/>		\$ <input type="text"/>	
3. Social Security Wages		4. Social Security Tax Withheld	
\$ <input type="text"/>		\$ <input type="text"/>	
5. Medicare Wages and Tips		6. Medicare Tax Withheld	
\$ <input type="text"/>		\$ <input type="text"/>	
7. Social Security Tips		8. Allocated Tips	
\$ <input type="text"/>		\$ <input type="text"/>	
9. Verification Code Not Applicable		10. Dependent Care Benefits	
		\$ <input type="text"/>	
11. Nonqualified plans			
Section 457 distributions or contributions		Not section 457 distributions or contributions	
\$ <input type="text"/>		\$ <input type="text"/>	
12a.			
Code Box 12 Code Descriptions		Amount	
-- <input type="text"/>		\$ <input type="text"/>	
Add Another Code			
13.			
<input type="checkbox"/> Statutory Employee			
<input type="checkbox"/> Retirement Plan			
<input type="checkbox"/> Third-party Sick Pay			
14. Other (1)			
Description (1)		Amount (1)	
<input type="text"/>		\$ <input type="text"/>	
Add Another Description and Amount			

15.

State (1) Employer's State ID Number (1)

--

State

16. State Wages, Tips, etc. (1) 17. State Income Tax (1)

\$ \$

Local

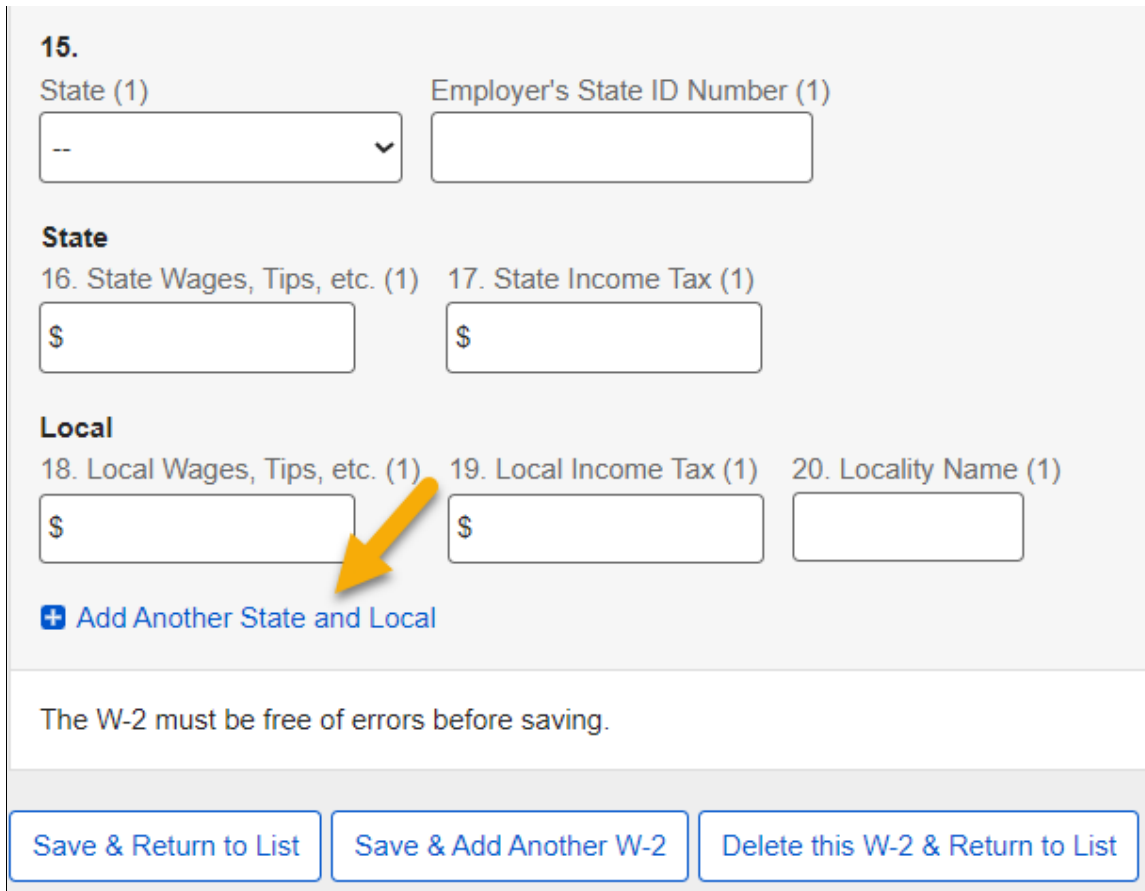
18. Local Wages, Tips, etc. (1) 19. Local Income Tax (1) 20. Locality Name (1)

\$ \$

[+ Add Another State and Local](#)

The W-2 must be free of errors before saving.

[Save & Return to List](#) [Save & Add Another W-2](#) [Delete this W-2 & Return to List](#)



2.1.6 W-2 List Page (with W-2 Forms)

The W-2 List page can display up to 50 W-2 Forms, which is the maximum number of W-2 Forms allowed in each report. Once the limit is reached, the **Add New W-2** button will not be displayed. If you have more than 50 W-2 Forms to report for an employer, you can create another wage report for the same employer.

To preview the W-2 Form in PDF, select one or more W-2 Forms, then select the **Preview** button. The system displays the W-2 Preview page. See the [W-2 Preview](#) section within this tutorial for additional information.

To delete W-2 Forms, select one or more W-2 Forms, then select the **Delete** button. The system displays the Delete W-2 page. See the [Delete W-2](#) section within this tutorial for additional information.

Select the **Save & Continue** button. The system displays the Preview W-3 page.

W-2 List

You can add up to 50 W-2 Forms per wage report.

<input type="checkbox"/>	Name	SSN	Wages (Box1)	Edit
<input type="checkbox"/>	G, T	***-**-2342	\$77.00	Edit
Total W-2 Form(s): 1			Total Wages: \$77.00	
<input type="button" value="Add New W-2"/> <input type="button" value="Preview"/> <input type="button" value="Delete"/> <input type="button" value="Import W-2 Form(s)"/>				

2.1.7 Preview W-3 Page

On the Preview W-3 page:

- If third-party sick pay is relevant to this report, select the check box and/or enter the money amount.
- Confirm that you want to use the system calculated sums for the state and local fields from the W-2 Forms. If you want to override the sums, the system will display fields for you to do so. See the [Override State/Local Data](#) section within this tutorial for additional information.
- To preview the W-3 in PDF, select the **Preview W-3** button. The system displays the W-3 Preview page. See the [W-3 Preview](#) section within this tutorial for additional information.
- The **Preview W-3** button will not be displayed until a selection is made in the “state and local wage reporting” section.
- Select the **Save & Continue** button. The system displays the SSN Masking page.

Preview W-3

* Indicates required information

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.

Third-party Sick Pay

For Third-party sick pay use only [?](#)

Income tax withheld by payer of third-party sick pay

\$ 0.00

State and Local Wages

i The state and local totals on a W-3 form reflect a straight summation of the state and local data you entered on the Forms W-2. If you use the W-3 form for reporting to your state and your state has different rules for reporting these totals, you may update 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.

* State and local wage reporting

I confirm that I want to use the calculated sums from the W-2 forms
 I confirm that I want to override the calculated sums from the W-2 forms

Calculated Sums

State Wages, Tips, etc.
\$0.00

State Income Tax
\$0.00

Local Wages Tips, etc.
\$0.00

Local Income Tax
\$0.00

[Preview W-3](#)

[Save & Continue](#)

[Previous](#)

[Save](#)

[Exit Wage Report](#)

2.1.8 SSN Masking Page

On the SSN Masking page, select one of the Masking Options. **Once the report is submitted to SSA, you will not be able to change the SSN masking option.**

Select the **Save & Continue** button. The system displays the Review Unsubmitted Forms page.

SSN Masking

To reduce the risk of identity theft, you may choose to mask the Social Security Numbers (SSNs) on the PDFs you give to your employees.

! Once the forms are submitted to SSA, you may not change your selection.

*** Masking options**

SSNs will be fully displayed (Format: 123-45-6789)

SSNs will be masked (Format: ***-**-6789)

Save & Continue
Previous
Save
Exit Wage Report


2.1.9 Review Unsubmitted Forms Page

On the Review Unsubmitted Forms page:

- Select the **Generate PDF for Review** button. The Review page will be displayed. See [Review](#) within this tutorial for additional information.
- Select the **Save & Continue** button. The system displays the Sign and Submit page.

Review Unsubmitted Forms

i Per your selection, SSNs will be fully displayed in the generated forms.

Generate PDF for Review 

Once you review the forms, give copies to your employees and ask them to review the information before you submit the final forms to Social Security.

Need to make changes?

- To change your SSN masking selection, go to [SSN Masking](#).
- To change any W-2 information, go to [W-2 List](#).

Save & Continue
Previous
Exit Wage Report

2.1.10 Sign and Submit Page

On the Sign and Submit page, select the check box to affirm the statement, then select the **Submit this Wage Report** button. The system displays the Confirmation of Submission page.

Sign and Submit
* Indicates required information

Under penalty of perjury, I, ~~JACQUELINE SPRIGGS~~, 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.

Note: You are only attesting to the accuracy of the information in this wage report.

* I affirm that the above statement is true.

Submit this Wage Report
Previous
Exit Wage Report

2.1.11 Confirmation of Submission Page

SSA encourages you to print or save a copy of this page as a receipt and proof of filing date. Take a note of the Wage File Identifier (WFID) because this will be needed in all communications with SSA regarding this wage report. It will also be needed to check this report’s status through the Submission Status application and the Employer Report Status application within the EWR suite of services.

Forms W-2/W-3 Online

Your wage report was submitted successfully.

We will notify you if further action is required. You can use the information below to view your status at any time by visiting [Submission Status](#). Submission status information is available for 4 years after it was submitted.

Print this page as receipt and proof of filing date.

Wage File Identifier (WFID): ██████████
 Submitted: **11/13/2024 12:00:56 PM ET**
 Business Services Online: www.ssa.gov/employer

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online. Keep a printout of this page for at least 4 years as proof of your filing date.

Do not mail SSA any paper Forms W-2 or W-3.

To see a copy of the submitted report in PDF, select the **Generate PDF** button. The system displays the Final page. See [Final](#) within this tutorial for additional information.

To see the submission receipt, select the **Print or Save WFID and Receipt** button. The system displays the Receipt page. See [Receipt](#) within this tutorial for additional information.

Confirmation of Submission

Use the button below to generate the PDF of your submitted report. You can use the PDF to print and distribute the Forms W-2 to your employees. **The PDF file will be available until December 13, 2024 (30 days).**

[Generate PDF](#) [Print or Save WFID and Receipt](#)

Select the **Return to Forms W-2/W-3 Online** button if you want to start from the beginning of the Forms W-2/W-3 Online application. The system displays the Forms W-2 Online landing page. See the [Forms W-2/W-3 Online Landing Page](#) in the “Create New Reports” section within this tutorial for additional information.

Select the **Start a New Report** button if you want to file a new report. The system displays the For whom are you filing page. See the [For Whom Are You Filing Page](#) section within this tutorial for additional information.

Select the **Return to EWR Home** button if you want to exit the Forms W-2/W-3 Online application but stay within the EWR suite of services. The system displays the Reporting Wages to Social Security page (EWR homepage). See Step 10 in the “Access Forms W-2/W-3 Online” section within this tutorial for additional information.

Receipt and Instructions

Status RECEIVED	Tax Year 2023	Received 1 W-2 Form
---------------------------	-------------------------	-------------------------------

Employer Information

Employer Name ff	Employer Identification Number (EIN) [REDACTED]
Type of W-2 Form Regular W-2	Kind of Payer 941 (Regular)

Wage Information

Total Wages \$77.00	Social Security Wages \$0.00	Medicare Wages and Tips \$0.00
Federal Income Tax Withheld \$11.00	Social Security Tax Withheld \$0.00	Medicare Tax Withheld \$0.00

If you need to...

Check your wage report status
Check the status of your submission through [View Submission Status](#).

Update your address or phone number
Correct your IRS records by using the IRS 941 Form. Contact the IRS for more information.

Make a Correction to this Wage Report
First, ensure the status of the report is COMPLETE. Then make corrections through the [W-2c Online Application](#).


Return to Forms W-2/W-3 Online

Start a New Report

Return to EWR Home

2.2 Unsubmitted Reports

On the Forms W-2/W-3 Online Landing page, your unsubmitted reports will be displayed in the “Unsubmitted Reports” section.

Unsubmitted Reports 

You can have up to 100 unsubmitted reports at any time. Unsubmitted reports are available for 120 days from last save date.

Employer Name	EIN	Tax Year	W-2 Count	Saved (ET)	Actions
NICO ICE CREAM	01-2000400	2022	1	09/19/2023 03:00 PM	Resume Delete
NICO ICE CREAM	01-2000400	2023	2	08/31/2023 02:46 PM	Resume Delete

2.2.1 Resume Unsubmitted Reports

To resume working on an unsubmitted report, select the **Resume** button. The system displays the Enter Employer Information page. See the [Enter Employer Information Page](#) in the “Create New Report” section for additional information.

2.2.2 Delete Unsubmitted Reports

To delete an unsubmitted report, select the **Delete** button. The system displays the Delete Unsubmitted Report page. Follow the instructions on the page to complete your action. Once a report is deleted, it can't be recovered.

Delete Unsubmitted Report ✕

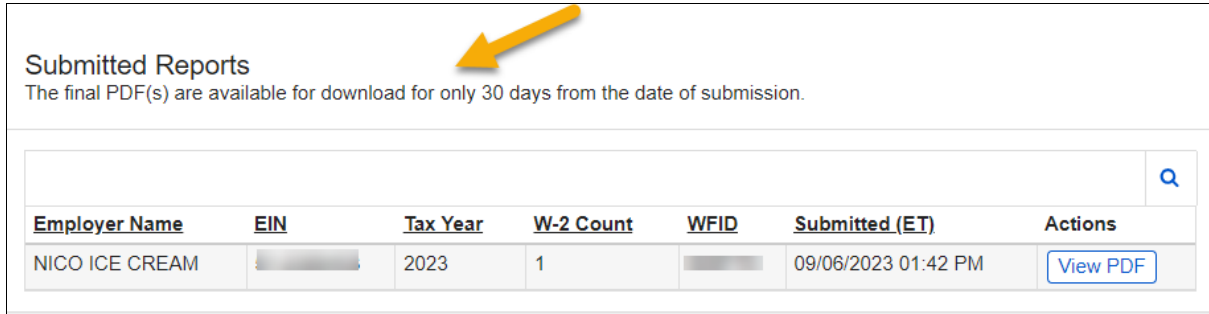
Are you sure you want to delete this unsubmitted wage report for NICO ICE CREAM

2.3 Submitted Reports

On the Forms W-2/W-3 Online Landing page, your reports submitted within the last 30 days will be displayed in the “Submitted Reports” section.

To view a submitted report in PDF, select the **View PDF** button. The system displays the Final page. See the [Final](#) section within this tutorial for additional information.

Submitted Reports
The final PDF(s) are available for download for only 30 days from the date of submission.



<u>Employer Name</u>	<u>EIN</u>	<u>Tax Year</u>	<u>W-2 Count</u>	<u>WFID</u>	<u>Submitted (ET)</u>	<u>Actions</u>
NICO ICE CREAM	██████████	2023	1	██████████	09/06/2023 01:42 PM	View PDF

3.0 Forms W-2c/W-3c Path

This path allows you to:

- Create and submit up to 25 Forms W-2c per W-3c Report to SSA.
- Print and/or save a PDF copy of W-2c/W-3c Forms for your employees.
- Continue existing Unsubmitted Reports previously started in this application.
- View the final PDF of submitted reports from the last 30 days.

3.1 Create New Correction Reports

3.1.1 Corrections W-2c/W-3c Landing Page

On the Corrections W-2c/W-3c Online page, select the **Create a New Correction** button. The system displays the For Whom Are You Filing page.

From any page within the application, you can go back to the EWR Home page by selecting the **EWR Home** link in the top left corner of the page.

Reports created but not submitted will be displayed in the “Unsubmitted Correction Reports” section. Unsubmitted Reports are available for 120 days. See the [Unsubmitted Correction Reports](#) section within this tutorial for additional information.

Reports created and submitted will be displayed in the “Submitted Correction Reports” section. Submitted reports are available for 30 days. See the [Submitted Correction Reports](#) section within this tutorial for additional information.

EWR Home Forms W-2/W-3 Online **Corrections W-2c/W-3c** Help

Corrections W-2c/W-3c

Welcome to Corrections W-2c/W-3c

This application allows you to:

- Create and submit to SSA up to 25 W-2c Forms per W-3c Report.
- Print and/or save a PDF copy of W-2c Form(s) for your employees.
- Continue existing Unsubmitted Reports previously started in this application.
- View the final PDF of Submitted reports from the last 30 days.

Please review the guidance for [additional restrictions and instructions](#).

Create a New Correction

Unsubmitted Correction Reports

You can have up to 100 unsubmitted reports at any time. Unsubmitted reports are available for 120 days from last save date.

Employer Name	EIN	Tax Year	W-2c Count	Saved (ET)	Actions
No information found.					

Submitted Correction Reports

The final PDF(s) are available for download for only 30 days from the date of submission.

Employer Name	EIN	Tax Year	W-2c Count	WFID	Submitted (ET)	Actions
No information found.						

3.1.2 For Whom Are You Filing Page

On the For Whom Are You Filing page: you can file reports for “My Company”, “Previously Filed Employer” and “New Employer”.

EWR Home Forms W-2/W-3 Online **Corrections W-2c/W-3c** Help

Corrections W-2c/W-3c

i The wage report containing the Form(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

For whom are you filing?
* Indicates required information

My Company

File for the company associated with your account and pre-populate some of your filing.

Employer Name
[REDACTED] UP INC

Employer Identification Number (EIN)
[REDACTED]

[File for My Company](#)

Previously Filed Employer

Pre-populate some of your filing by selecting an employer you previously filed for.

Employer Name **?**
[REDACTED]

Employer Identification Number (EIN)
Not Answered

New Employer

Create a new filing for a new employer.

[File for a New Employer](#)

[Exit Without Saving](#)

File for My Company:

To file reports for your own company, select the **File for My Company** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.

- Employer Name and EIN are prepopulated from the user’s registration account.
- Establishment Number is optional.
- Tax Year is default to the current tax year.
- Kind of Payer is default to 941 (Regular).

Wage Report Setup

Review your selection. You will not be able to change these details in this wage report later.

Employer Name

Employer Identification Number (EIN)

Establishment Number

Tax Year [I want to file for a different tax year.](#)

Kind of Payer
 For more information on these selections, refer to [IRS guidelines](#) for your specific situation.

<input checked="" type="radio"/> 941 (Regular)
<input type="radio"/> Household Employer
<input type="radio"/> 943 (Agriculture)
<input type="radio"/> 944 (Regular)
<input type="radio"/> CT-1 (Railroad)
<input type="radio"/> Medicare Government Employer (for Government Employers Only)
<input type="radio"/> Military

Save & Continue
Exit Without Saving

File for Previously Filed Employer:

To file reports for an employer you previously filed for, select that employer’s name/EIN from the Employer Name dropdown list. EIN for the selected employer will be displayed below the Employer Name field and the **File for Selected Employer** button will be displayed.

Previously Filed Employer

Pre-populate some of your filing by selecting an employer you previously filed for.

Employer Name

Employer Identification Number (EIN)

File for Selected Employer

Select the **File for Selected Employer** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.

- Employer Name and EIN are prepopulated from the previously filed report. These can not be changed.
- Establishment Number is prepopulated from the previously filed report. This can be changed.
- Tax Year is defaulted to the current tax year.
- Kind of Payer is prepopulated from the previously filed report. This can be changed.

Wage Report Setup

i Review your selection. You will not be able to change these details in this wage report later.

Employer Name

Employer Identification Number (EIN)

Establishment Number

Tax Year ⓘ [I want to file for a different tax year.](#)

Kind of Payer
 For more information on these selections, refer to [IRS guidelines](#) for your specific situation.

<input checked="" type="radio"/> 941 (Regular)
<input type="radio"/> Household Employer
<input type="radio"/> 943 (Agriculture)
<input type="radio"/> 944 (Regular)
<input type="radio"/> CT-1 (Railroad)
<input type="radio"/> Medicare Government Employer (for Government Employers Only)
<input type="radio"/> Military

Save & Continue

Exit Without Saving

File for New Employer:

To file reports for a company you have not previously filed for, select the **File for a New Employer** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.

- Employer Name and EIN are required fields.
- Establishment Number is optional.
- Tax Year is defaulted to the current tax year.
- Kind of Payer is defaulted to 941 (Regular).

Wage Report Setup

i Review your selection. You will not be able to change these details in this wage report later.

*** Employer Name**

*** Employer Identification Number (EIN)**

Establishment Number

Tax Year [? I want to file for a different tax year.](#)

2024 ▼

Kind of Payer

For more information on these selections, refer to [IRS guidelines](#) for your specific situation.

<input checked="" type="radio"/> 941 (Regular)
<input type="radio"/> Household Employer
<input type="radio"/> 943 (Agriculture)
<input type="radio"/> 944 (Regular)
<input type="radio"/> CT-1 (Railroad)
<input type="radio"/> Medicare Government Employer (for Government Employers Only)
<input type="radio"/> Military

Save & Continue

Exit Without Saving

Note:

- You will not be able to change the information entered in the "Wage Report Setup" section once you navigate away from the page. If you need to change it, create a new report and delete the one you no longer need.
- No matter whom you are filing for, select the **Save & Continue** button. The system displays the Enter Employer Information page.

3.1.3 Enter Employer Information Page

The Enter Employer Information page includes the following four sections:

- 1) Employer Address
 - 2) Other Information
 - 3) Contact Details: Contact Person for this Submission and Contact Person for this Employer
 - 4) Select Kind of Employer
- If you selected to file reports for your own company, the Employer Address and the Contact Person for this Submission fields will be prepopulated.
 - If you selected to file reports for a previously filed employer, all fields will be prepopulated.
 - If you selected to file reports for a new company, only the Contact Person for this Submission field will be prepopulated.

Select the **Save & Continue** button. The system displays the W-2 List page.

Enter Employer Information

* Indicates required information

Employer Address

* Country

United States or U.S. Territory

* Street Address

Apartment, Suite, Building, Etc.

* City/Town

peorira

* State/Territory

IA - Iowa

* ZIP Code

42292

Other Information

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

Other EIN Used this Year for this Employer

W-3 Control Number

Contact Details

Contact Person for this Submission

Name

* First * Last

*** Email Address**

Phone Number

U.S. International

* 10-digit Number Ext.

Fax Number

Contact Person for this Employer

Same as Contact Person for this Submission

Name

* First * Last

*** Email Address**

Phone Number

U.S. International

* 10-digit Number Ext.

Fax Number

Select Kind of Employer

Kind of Employer

<input type="radio"/> Federal Government
<input type="radio"/> Tax Exempt Employer (501c Non-Govt)
<input type="radio"/> State and Local Governmental Employer (State/Local Non-501c)
<input type="radio"/> State and Local Tax Exempt Employer (State/Local 501c)
<input checked="" type="radio"/> None Apply

Save & Continue **Save** **Exit Wage Report**

3.1.4 W-2c List Page (without W-2c Forms)

If no W-2c Forms were added to this report previously, the W-2c List page displays an empty table. Select the **Add New W-2c** button. The system displays the Enter W-2 Information page.

If you filed for the same employer previously, you can use the **Import W-2 Form(s)** function. See the [Import W-2 Form\(s\)](#) section within this tutorial for additional information.

Tax Year 2024	Employer Name G	Additional Report Info
-------------------------	---------------------------	--

W-2c List

You can add up to 25 W-2c Forms per wage report.

Name	SSN	Edit
No W-2c Forms added.		
Add New W-2c		

i You must add at least one W-2c Form to continue.

[Save & Continue](#) [Previous](#) [Exit Wage Report](#)

3.1.5 Enter W-2c Information Page

To submit a correction, you must fix at least one of the following: Employee's Name, or a money amount (Boxes 1-13).

Corrections W-2c/W-3c

Tax Year 2024	Employer Name G	Additional Report Info
-------------------------	---------------------------	--

Enter W-2c Information
 To submit a correction, you must fix at least one of the following: Employee's SSN, Employee's Name, or a money amount (Boxes 1-13). For guidance on completing W-2c Forms, refer to [General Instructions for Forms W-2c and W-3c](#).

* Indicates required information

* **Do you want to fix employee's Social Security Number (SSN) on the original W-2?**
 Yes No

* **Do you want to fix employee's name on the original W-2?**
 Yes No

* **Do you need to fix Boxes 1-13 on this W-2?**
 Yes No

* **Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
 You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.
 Yes No

3.1.5.1 Fix/Not Fix Employee's Social Security Number (SSN)

Select Yes to fix employee's Social Security Number. The system displays Previously Reported Social Security Number (SSN) and Correct Social Security Number (SSN) fields.

Enter W-2c Information

To submit a correction, you must fix at least one of the following: Employee's SSN, Employee's Name, or a money amount (Boxes 1-13). For guidance on completing W-2c Forms, refer to [General Instructions for Forms W-2c and W-3c](#).

* Indicates required information

*** Do you want to fix employee's Social Security Number (SSN) on the original W-2?**

Yes No

*** Previously reported Social Security Number (SSN) ?**

*** Correct Social Security Number (SSN)**

*** Do you want to fix employee's name on the original W-2?**

Yes No

*** Do you need to fix Boxes 1-13 on this W-2?**

Yes No

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.

Yes No

[Save & Return to List](#) [Save & Add Another W-2c](#) [Delete this W-2c & Return to List](#)

Select No, the system will display a single Employee's Social Security Number (SSN) field.

Enter W-2c Information
 To submit a correction, you must fix at least one of the following: Employee's SSN, Employee's Name, or a money amount (Boxes 1-13). For guidance on completing W-2c Forms, refer to [General Instructions for Forms W-2c and W-3c](#).

* Indicates required information

*** Do you want to fix employee's Social Security Number (SSN) on the original W-2?**
 Yes No

*** Employee's Social Security Number (SSN)**

*** Do you want to fix employee's name on the original W-2?**
 Yes No

*** Do you need to fix Boxes 1-13 on this W-2?**
 Yes No

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
 You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.
 Yes No

3.1.5.2 Fix/Not Fix Employee's Name

Select Yes to fix employee's name on the original W-2. The system displays Previously Reported Employee's Name, Employee's Correct Name and Employee's Address fields.

Enter W-2c Information

To submit a correction, you must fix at least one of the following: Employee's SSN, Employee's Name, or a money amount (Boxes 1-13). For guidance on completing W-2c Forms, refer to [General Instructions for Forms W-2c and W-3c](#).

* Indicates required information

*** Do you want to fix employee's Social Security Number (SSN) on the original W-2?**

Yes No

*** Employee's Social Security Number (SSN)**

2.

*** Do you want to fix employee's name on the original W-2?**

Yes No

Previously reported Employee's Name

* First M.I. * Last Suffix

Employee's Correct Name

* First M.I. * Last Suffix

Employee's Address

* Country

* Street Address Apartment, Suite, Building, Etc.

* City/Town * State/Territory

* ZIP Code

*** Do you need to fix Boxes 1-13 on this W-2?**

Yes No

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**

You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.

Yes No

Select No, the system will only display the Employee's Name and Employee's Address fields.

Enter W-2c Information

To submit a correction, you must fix at least one of the following: Employee's SSN, Employee's Name, or a money amount (Boxes 1-13). For guidance on completing W-2c Forms, refer to [General Instructions for Forms W-2c and W-3c](#).

* Indicates required information

*** Do you want to fix employee's Social Security Number (SSN) on the original W-2?**

Yes No

*** Employee's Social Security Number (SSN)**

*** Do you want to fix employee's name on the original W-2?**

Yes No

Employee's Name

* First M.I. * Last Suffix

Employee's Address

* Country

* Street Address Apartment, Suite, Building, Etc.

* City/Town * State/Territory

* ZIP Code

*** Do you need to fix Boxes 1-13 on this W-2?**

Yes No

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.

Yes No

3.1.5.3 Fix/Not Fix Boxes 1-13

Select Yes to fix one or more Boxes 1-13. The system displays Boxes 1-13 section.

*** Do you need to fix Boxes 1-13 on this W-2?**

Yes No

i Enter only values to be fixed. You do not need to enter any values that were correct on previously filed W-2.

Boxes 1 - 13

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/>	Box 1 - Wages, Tips, Other Compensation		
<input type="button" value="Fix"/>	Box 2 - Federal Income Tax Withheld		
<input type="button" value="Fix"/>	Box 3 - Social Security Wages		
<input type="button" value="Fix"/>	Box 4 - Social Security Tax Withheld		
<input type="button" value="Fix"/>	Box 5 - Medicare Wages and Tips		
<input type="button" value="Fix"/>	Box 6 - Medicare Tax Withheld		
<input type="button" value="Fix"/>	Box 7 - Social Security Tips		
<input type="button" value="Fix"/>	Box 8 - Allocated Tips		
<input type="button" value="Fix"/>	Box 10 - Dependent Care Benefits		
<input type="button" value="Fix"/>	Box 11 - Nonqualified Plans (Section 457 distributions or contributions)		
<input type="button" value="Fix"/>	Box 11 - Nonqualified Plans (Not section 457 distributions or contributions)		
<input type="button" value="Fix"/>	Box 12 - Code (1) & Amount (1)		
<input type="button" value="Fix"/>	Box 12 - Code (2) & Amount (2)		
<input type="button" value="Fix"/>	Box 12 - Code (3) & Amount (3)		
<input type="button" value="Fix"/>	Box 12 - Code (4) & Amount (4)		
<input type="button" value="Fix"/>	Box 13 - Statutory Employee		
<input type="button" value="Fix"/>	Box 13 - Retirement Plan		
<input type="button" value="Fix"/>	Box 13 - Third-party Sick Pay		

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
 You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.

Yes No

Select No, no additional fields will be displayed.

Enter W-2c Information

To submit a correction, you must fix at least one of the following: Employee's SSN, Employee's Name, or a money amount (Boxes 1-13). For guidance on completing W-2c Forms, refer to [General Instructions for Forms W-2c and W-3c](#).

* Indicates required information

*** Do you want to fix employee's Social Security Number (SSN) on the original W-2?**
 Yes No

*** Employee's Social Security Number (SSN)**

*** Do you want to fix employee's name on the original W-2?**
 Yes No

Employee's Name

* First M.I. * Last Suffix

Employee's Address

* Country

* Street Address Apartment, Suite, Building, Etc.

* City/Town * State/Territory

* ZIP Code

*** Do you need to fix Boxes 1-13 on this W-2?**
 Yes No

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
 You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.
 Yes No

Save & Return to List **Save & Add Another W-2c** **Delete this W-2c & Return to List**

3.1.5.3.1 Fix Boxes 1-13

- a. Select the Fix button in front of the Box you want to fix. The system displays the box you selected with two fields: Previously Reported Value and Correct value.

*** Do you need to fix Boxes 1-13 on this W-2?**
 Yes No

Enter only values to be fixed. You do not need to enter any values that were correct on previously filed W-2.

Boxes 1 - 13

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/>	Box 1 - Wages, Tips, Other Compensation		
<input type="button" value="Fix"/>	Box 2 - Federal Income Tax Withheld		
<input type="button" value="Fix"/>	Box 3 - Social Security Wages		
<input type="button" value="Fix"/>	Box 4 - Social Security Tax Withheld		
<input type="button" value="Fix"/>	Box 5 - Medicare Wages and Tips		
<input type="button" value="Fix"/>	Box 6 - Medicare Tax Withheld		
<input type="button" value="Fix"/>	Box 7 - Social Security Tips		
<input type="button" value="Fix"/>	Box 8 - Allocated Tips		
<input type="button" value="Fix"/>	Box 10 - Dependent Care Benefits		
<input type="button" value="Fix"/>	Box 11 - Nonqualified Plans (Section 457 distributions or contributions)		
<input type="button" value="Fix"/>	Box 11 - Nonqualified Plans (Not section 457 distributions or contributions)		
<input type="button" value="Fix"/>	Box 12 - Code (1) & Amount (1)		
<input type="button" value="Fix"/>	Box 12 - Code (2) & Amount (2)		
<input type="button" value="Fix"/>	Box 12 - Code (3) & Amount (3)		
<input type="button" value="Fix"/>	Box 12 - Code (4) & Amount (4)		
<input type="button" value="Fix"/>	Box 13 - Statutory Employee		
<input type="button" value="Fix"/>	Box 13 - Retirement Plan		
<input type="button" value="Fix"/>	Box 13 - Third-party Sick Pay		

b. Enter both values, then select the Update & Save Changes button. The system returns to the Enter W-2c Information page.

Fix Box 1 - Wages, Tips, Other Compensation

*** Previously Reported Value**

*** Correct Value**

c. In the Boxes 1-13 table, the values you entered display in the Previous Value column and Correct Value column. A Clear button also appears behind the Fix button.

*** Do you need to fix Boxes 1-13 on this W-2?**
 Yes No

i Enter only values to be fixed. You do not need to enter any values that were correct on previously filed W-2.

Boxes 1 - 13

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/> <input type="button" value="Clear"/>	Box 1 - Wages, Tips, Other Compensation	\$33.00	\$2.00
<input type="button" value="Fix"/>	Box 2 - Federal Income Tax Withheld		
<input type="button" value="Fix"/>	Box 3 - Social Security Wages		

d. Select the Clear button to clear the values you just entered. The Clear button also disappears.

*** Do you need to fix Boxes 1-13 on this W-2?**
 Yes No

i Enter only values to be fixed. You do not need to enter any values that were correct on previously filed W-2.

Boxes 1 - 13

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/>	Box 1 - Wages, Tips, Other Compensation		
<input type="button" value="Fix"/>	Box 2 - Federal Income Tax Withheld		
<input type="button" value="Fix"/>	Box 3 - Social Security Wages		

3.1.5.3.2 Fix Box 12

When you select to fix Box 12, a Code dropdown list displays in addition to the Previously Reported Value field and the Correct Value field.

Fix Box 12 - Code (1) & Amount (1)

To **add a code** not previously reported, select the code, then enter 0 for "Previously Reported Value."

To **change a code**, make two Box 12 corrections:

1. Remove the incorrect code by entering the "Previously Reported Value" and setting the "Correct Value" to 0.
2. Add the new correct code on a new correction by setting the "Previously Reported Value" to 0 and entering the new "Correct Value".

Code

*** Previously Reported Value**
 Amount

*** Correct Value**
 Amount

Select the down arrow in the Code field. The system displays a list of codes with definitions.

Fix Box 12 - Code (1) & Amount (1)

To **add a code** not previously reported, select the code, then enter 0 for "Previously Reported Value."

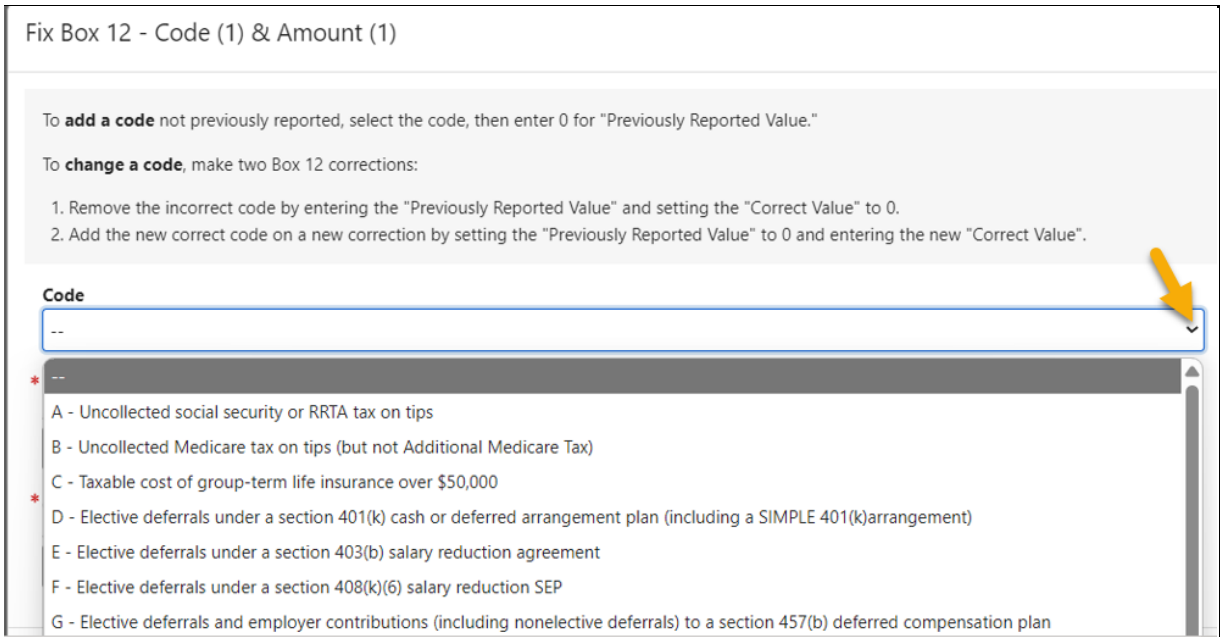
To **change a code**, make two Box 12 corrections:

1. Remove the incorrect code by entering the "Previously Reported Value" and setting the "Correct Value" to 0.
2. Add the new correct code on a new correction by setting the "Previously Reported Value" to 0 and entering the new "Correct Value".

Code

--

- * --
- A - Uncollected social security or RRTA tax on tips
- B - Uncollected Medicare tax on tips (but not Additional Medicare Tax)
- C - Taxable cost of group-term life insurance over \$50,000
- * D - Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)
- E - Elective deferrals under a section 403(b) salary reduction agreement
- F - Elective deferrals under a section 408(k)(6) salary reduction SEP
- G - Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan



Select the Code you want to fix, enter the Previously Reported Value and Correct Value, then select the Update & Save Changes. The system displays the Enter W-2c Information page.

Fix Box 12 - Code (1) & Amount (1)

To **add a code** not previously reported, select the code, then enter 0 for "Previously Reported Value."

To **change a code**, make two Box 12 corrections:

1. Remove the incorrect code by entering the "Previously Reported Value" and setting the "Correct Value" to 0.
2. Add the new correct code on a new correction by setting the "Previously Reported Value" to 0 and entering the new "Correct Value".

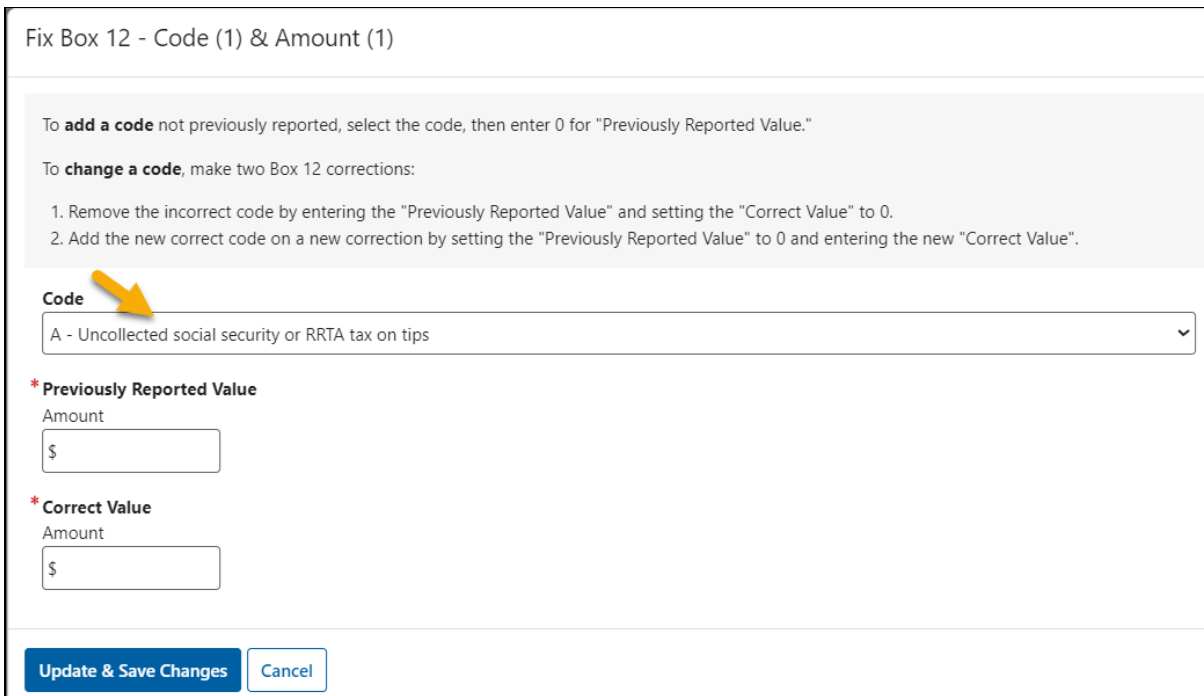
Code

A - Uncollected social security or RRTA tax on tips

* **Previously Reported Value**
Amount
\$

* **Correct Value**
Amount
\$

Update & Save Changes **Cancel**



*** Do you need to fix Boxes 1-13 on this W-2?**

Yes
 No

i Enter only values to be fixed. You do not need to enter any values that were correct on previously filed W-2.

Boxes 1 - 13

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/>	Box 1 - Wages, Tips, Other Compensation		
<input type="button" value="Fix"/>	Box 2 - Federal Income Tax Withheld		
<input type="button" value="Fix"/>	Box 3 - Social Security Wages		
<input type="button" value="Fix"/>	Box 4 - Social Security Tax Withheld		
<input type="button" value="Fix"/>	Box 5 - Medicare Wages and Tips		
<input type="button" value="Fix"/>	Box 6 - Medicare Tax Withheld		
<input type="button" value="Fix"/>	Box 7 - Social Security Tips		
<input type="button" value="Fix"/>	Box 8 - Allocated Tips		
<input type="button" value="Fix"/>	Box 10 - Dependent Care Benefits		
<input type="button" value="Fix"/>	Box 11 - Nonqualified Plans (Section 457 distributions or contributions)		
<input type="button" value="Fix"/>	Box 11 - Nonqualified Plans (Not section 457 distributions or contributions)		
<input type="button" value="Fix"/> <input type="button" value="Clear"/>	Box 12 - Code (1) & Amount (1)	A: \$66.00	A: \$88.00
<input type="button" value="Fix"/>	Box 12 - Code (2) & Amount (2)		
<input type="button" value="Fix"/>	Box 12 - Code (3) & Amount (3)		
<input type="button" value="Fix"/>	Box 12 - Code (4) & Amount (4)		
<input type="button" value="Fix"/>	Box 13 - Statutory Employee		
<input type="button" value="Fix"/>	Box 13 - Retirement Plan		
<input type="button" value="Fix"/>	Box 13 - Third-party Sick Pay		

3.1.5.4 Fix/Not Fix Box 14 or 15-20

Select Yes to fix one or more Box 14 or Boxes 15-20. The system displays Optional Box 14 and Optional Boxes 15-20 sections.

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
 You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.

Yes No

Optional Box 14

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/>	Box 14 - Description (1) & Amount (1)		
<input type="button" value="Fix"/>	Box 14 - Description (2) & Amount (2)		
<input type="button" value="Fix"/>	Box 14 - Description (3) & Amount (3)		

Optional Boxes 15 - 20 (State & Local)

State & Local (1)

Actions	Field	Previous Value	Correct Value
<input type="button" value="Fix"/>	Box 15 - State & Employer State ID (1)		
<input type="button" value="Fix"/>	Box 16 - State Wages, Tips, etc. (1)		
<input type="button" value="Fix"/>	Box 17 - State Income Tax (1)		
<input type="button" value="Fix"/>	Box 18 - Local Wages, Tips, etc. (1)		
<input type="button" value="Fix"/>	Box 19 - Local Income Tax (1)		
<input type="button" value="Fix"/>	Box 20 - Locality Name (1)		

Select No, no additional fields will be displayed.

*** Do you want to fix Box 14 or 15-20 (State & Local) on this W-2?**
 You do not need to submit a W-2c to IRS if the only corrections are to boxes 14-20.

Yes No

SSA will not send state/local data to IRS. When you finish working on this page, you can choose to:

- Save this W-2c and return to the W-2c List page,
- Save this W-2c and add another W-2c to the same report, or
- Delete this W-2c and return to the W-2c List page.

You can navigate between the Enter W-2c Information page and the W-2c List page to add W-2c Forms, edit W-2c Forms, preview W-2c Forms, or delete W-2c Forms. After entering all W-2c Forms for this report and you are ready to submit this report to SSA, you will need to return to the W-2c List page.

3.1.6 W-2c List Page (with W-2c Forms)

The W-2c List page can display up to 25 W-2c Forms, which is the maximum number of W-2c Forms allowed in each report. Once the limit is reached, the **Add New W-2c** button will not be displayed. If you have more than 25 W-2c Forms to report for an employer, you can create another wage report for the same employer.

To preview the W-2c Form in PDF, select one or more W-2c Forms, then select the **Preview** button. The system displays the W-2c Preview page. See the [W-2/W-2c Preview](#) section within this tutorial for additional information.

To delete W-2c Forms, select one or more W-2c Forms, then select the **Delete** button. The system displays the Delete W-2c page. See the [Delete W-2/W-2c](#) section within this tutorial for additional information.

Select the **Save & Continue** button. The system displays the Preview W-3c page.

W-2c List

You can add up to 25 W-2c Forms per wage report.

	Name	SSN	Edit
<input type="checkbox"/>	Liu, ua	***-**-4142	Edit
<input type="checkbox"/>	Lu, Qinu	***-**-8766	Edit

Total W-2c Form(s): 2

Add New W-2c
Preview
Delete

Save & Continue
Previous
Exit Wage Report

3.1.7 Preview W-3c Page

On the Preview W-3c page, you can

- Fix third-party sick pay;
- Fix total State and Local Wages; and

- Preview W-3c.

To preview the W-3c in PDF, select the **Preview W-3c** button. The system displays the W-3c Preview page. See the [W-3/W-3c Preview](#) section within this tutorial for additional information.

Select the **Save & Continue** button. The system displays the SSN Masking page.

3.1.8 SSN Masking Page

On the SSN Masking page, select one of the Masking Options. **Once the report is submitted to SSA, you will not be able to change the SSN masking option.**

Select the **Save & Continue** button. The system displays the Review Unsubmitted Forms page.

SSN Masking
To reduce the risk of identity theft, you may choose to mask the Social Security Numbers (SSNs) on the PDFs you give to your employees.

! Once the Forms are submitted to SSA, you may not change your selection.

*** Masking options**

SSNs will be fully displayed (Format: 123-45-6789).

SSNs will be masked (Format: ***-**-6789).

Save & Continue Previous Save Exit Wage Report

3.1.9 Review Unsubmitted Forms Page

On the Review Unsubmitted Forms page:

- Select the **Generate PDF for Review** button. The Review page will be displayed. See [Review](#) within this tutorial for additional information.
- Select the **Save & Continue** button. The system displays the Sign and Submit page.

Review Unsubmitted Forms

i Per your selection, SSNs will be fully displayed in the generated Forms.

[Generate PDF for Review](#)

Once you review the Forms, give copies to your employees and ask them to review the information before you submit the final Forms to SSA.

Need to make changes?

- To change your SSN masking selection, go to [SSN Masking](#).
- To change any W-2c information, go to [W-2c List](#).

[Save & Continue](#) [Previous](#) [Exit Wage Report](#)

3.1.10 Sign and Submit Page

On the Sign and Submit page, select the check box to affirm the statement, then select the **Submit this Wage Report** button. The system displays the Confirmation of Submission page.

Sign and Submit

* Indicates required information

Under penalty of perjury, **[REDACTED]**, 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.

Note: You are only attesting to the accuracy of the information in this wage report.


* I affirm that the above statement is true.

[Submit this Wage Report](#) [Previous](#) [Exit Wage Report](#)


3.1.11 Confirmation of Submission Page

SSA encourages you to print or save a copy of this page as a receipt and proof of filing date. Take a note of the Wage File Identifier (WFID) because this will be needed in all communications with SSA regarding this wage report. It will also be needed to check this report's status through the Submission Status application and the Employer Report Status application within the EWR suite of services.

Corrections W-2c/W-3c

 **Your wage report was submitted successfully.**

We will notify you if further action is required. You can use the information below to view your status at any time by visiting [Submission Status](#). Submission status information is available for 4 years after it was submitted.


 **Print this page as receipt and proof of filing date.**

Wage File Identifier (WFID): XXXXXXXXXX

Submitted: **11/19/2024 07:52:38 AM ET**

Business Services Online: www.ssa.gov/employer

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online. Keep a printout of this page for at least 4 years as proof of your filing date.

 **Do not mail SSA any paper Forms W-2c or W-3c.**

To see a copy of the submitted report in PDF, select the **Generate PDF** button. The system displays the Final page. See [Final](#) within this tutorial for additional information.

To see the submission receipt, select the **Print or Save WFID and Receipt** button. The system displays the Receipt page. See [Receipt](#) within this tutorial for additional information.

Confirmation of Submission

Use the button below to generate the PDF of your submitted report. You can use the PDF to print and distribute the Forms W-2c to your employees. **The PDF file will be available until December 19, 2024 (30 days).**

Generate PDF

Print or Save WFID and Receipt

Select the **Return to Forms W-2c/W-3c Online** button if you want to start from the beginning of the Forms W-2c/W-3c Online application. The system displays the Forms W-2 Online landing page. See the [Forms W-2c/W-3c Online Landing Page](#) in the “Forms W-2c/W-3c Path” section within this tutorial for additional information.

Select the **Start a New Report** button if you want to file a new report. The system displays the For whom are you filing page. See the [For Whom Are You Filing Page](#) section in the “Forms W-2c/W-3c Path” within this tutorial for additional information.

Select the **Return to EWR Home** button if you want to exit the W-2 Online application but stay within the EWR suite of services. The system displays the Reporting Wages to Social Security page (EWR homepage).

Receipt and Instructions		
Status RECEIVED	Tax Year 2024	Received 1 W-2c Form
Employer Information		
Employer Name G	Employer Identification Number (EIN) 12-3456789	
Kind of Payer 941 (Regular)		
Corrected Wage Information		
Total Wages \$2.00	Social Security Wages \$	Medicare Wages and Tips \$
Federal Income Tax Withheld \$	Social Security Tax Withheld \$	Medicare Tax Withheld \$
<p>If you need to...</p> <p>Check your wage report status Check the status of your submission through View Submission Status.</p> <p>Update your address or phone number Correct your IRS records by using the IRS 941 Form. Contact the IRS for more information.</p> <p>Make a Correction to this Wage Report First, ensure the status of the report is COMPLETE. Then submit a W-2c.</p>		
Return to Corrections W-2c/W-3c Online	Start a New Report	Return to EWR Home

3.2 Unsubmitted Correction Reports

On the Corrections W-2c/W-3c landing page, your unsubmitted reports will be displayed in the “Unsubmitted Correction Reports” section.

Unsubmitted Correction Reports
You can have up to 100 unsubmitted reports at any time. Unsubmitted reports are available for 120 days from last save date.

Employer Name	EIN	Tax Year	W-2c Count	Saved (ET)	Actions
PERMANENTE MEDICAL GROUP INC	54-2720400	2024	0	11/13/2024 01:22 PM	<input type="button" value="Resume"/> <input type="button" value="Delete"/>

3.2.1 Resume Unsubmitted Reports

To resume working on an unsubmitted report, select the **Resume** button. The system displays the Enter Employer Information page. See the [Enter Employer Information Page](#) in the “Forms W-2c/W-3c Path” section for additional information.

3.2.2 Delete Unsubmitted Reports

To delete an unsubmitted report, select the **Delete** button. The system displays the Delete Unsubmitted Report page. Follow the instructions on the page to complete your action. Once a report is deleted, it can't be recovered.

Delete Unsubmitted Report ✕

Are you sure you want to delete this unsubmitted wage report for PERMANENTE MEDICAL GROUP INC

3.3 Submitted Correction Reports

On the Corrections W-2c/W-3c landing page, your reports submitted within the last 30 days will be displayed in the “Submitted Correction Reports” section.

To view a submitted report in PDF, select the **View PDF** button. The system displays the Final page. See the [Final](#) section within this tutorial for additional information.

Submitted Correction Reports
 The final PDF(s) are available for download for only 30 days from the date of submission.

Employer Name	EIN	Tax Year	W-2c Count	WFID	Submitted (ET)	Actions
G	12-1000012	2024	1	800000	11/19/2024 08:10 AM	View PDF
G	12-1000043	2024	2	800010	11/19/2024 07:52 AM	View PDF

4.0 Other Features

4.1 Header

Information entered on the For Whom Are You Filing page will be displayed in the header section on the following pages:

- Enter Employer Information
- W-2 List
- W-2c List
- Enter W-2 Information
- Enter W-2c Information
- Preview W-3
- Preview W-3c

Tax Year 2024	Employer Name PERMANENTE MEDICAL GROUP INC	Additional Report Info
-------------------------	--	--

Select the **Additional Report Info** link, W-2/W-3 path displays EIN, Type of W-2 Form, and Kind of Payer information; W-2c/W-3c path displays EIN and Kind of Payer information.

Tax Year 2024	Employer Name PERMANENTE MEDICAL GROUP INC	Additional Report Info
Enter Employer Information * Indicates required information		EIN 12-1000000
Employer Address * Country		
		Type of W-2 Form Regular W-2
		Kind of Payer 941 (Regular)

Tax Year 2024	Employer Name PERMANENTE MEDICAL GROUP INC	Additional Report Info
Enter Employer Information * Indicates required information		EIN 9-180
		Kind of Payer 941 (Regular)

4.2 Exit Wage Report

If an Exit Wage Report action is initiated, you can choose to Exit Wage Report or Cancel & Stay on Page.

Exit Wage Report ✕

Are you sure you want to exit?

You can return to this report from the W-2/W-3 Online home page Unsubmitted Reports section.

Exit Wage Report
Cancel & Stay on Page

Exit Wage Report ✕

Are you sure you want to exit?

You can return to this report from the W-2c/W-3c Online home page Unsubmitted Reports section.

Exit Wage Report
Cancel & Stay on Page

4.3 W-2/W-2c Preview (PDF)

When you are on the W-2 List page, select the W-2 Forms you want to preview, then select the **Preview** button. The system displays the W-2 Preview page.

You can preview each W-2 Form by selecting the **Next W-2** and **Previous W-2** buttons. To dismiss the page, select the **Close** button or the **X** mark in the top right corner of the page, or click anywhere outside the W-2 Preview page. Follow the same steps to preview W-2c Form.

W-2 Preview ✕

Close

Viewing 1 of 1 W-2 Form(s)

Employee's social security number 12-0000000		OMB No. 1545-0008	
Employer identification number (EIN) 9-180		1 Wages, tips, other compensation \$0.00	2 Federal income tax withheld \$0.00
Employer's name, address, and ZIP code PERMANENTE MEDICAL GROUP INC 9401 SECURITY BLVD BALTIMORE, MD 21235		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
		6 Medicare wages and tips \$0.00	8 Medicare tax withheld \$0.00
		7 Social security tips \$0.00	9 Allocated tips \$0.00
Control number		10 Dependent care benefits \$0.00	
Employee's first name and initial R Last name Y Suffix		11 Nonqualified plans \$0.00	12a
		13 Salary, tips, and other compensation Statutory employee <input type="checkbox"/> Seasonal employee <input type="checkbox"/> Temporary full-time <input type="checkbox"/>	12b
Employee's address and ZIP code		14 Other	12c
			12d
16 State Employer's state ID number	18 State wages, tips, etc.	17 State income tax	19 Local wages, tips, etc.
			20 Locality name

Form **W-2** Wage and Tax Statement **2024** Department of the Treasury—Internal Revenue Service

W-2c Preview ✕

Close

Viewing 1 of 1 W-2c Form(s)

<input type="checkbox"/> employee <input type="checkbox"/> plan <input type="checkbox"/> sick pay	<input type="checkbox"/> employee <input type="checkbox"/> plan <input type="checkbox"/> sick pay		
14 Other (see instructions)	14 Other (see instructions)	12c	12c
		12d	12d
State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State	15 State	15 State	15 State
Employer's State ID number	Employer's State ID number	Employer's State ID number	Employer's State ID number
16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.
17 State income tax	17 State income tax	17 State income tax	17 State income tax
Locality Correction Information			
Previously reported	Correct information	Previously reported	Correct information
18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.
19 Local income tax	19 Local income tax	19 Local income tax	19 Local income tax
20 Locality name	20 Locality name	20 Locality name	20 Locality name

Form **W-2c** (Rev. 8-2023) **Corrected Wage and Tax Statement** Department of the Treasury
Internal Revenue Service

4.4 Delete W-2/W-2c Forms

When you are on the W-2 List page, select the W-2 Forms you want to delete, then select the **Delete** button. The system displays the Delete W-2 page. If you are sure you want to delete the selected W-2 Form(s), select the **Delete** button; if not, select the **Cancel** button or click anywhere outside the Delete W-2 page.

Follow the same steps to delete selected W-2c Forms.

Delete W-2

Are you sure you want to delete 1 W-2 Form(s)?

Name	SSN
Y, R	***-**-2121

Delete
Cancel

Delete W-2c

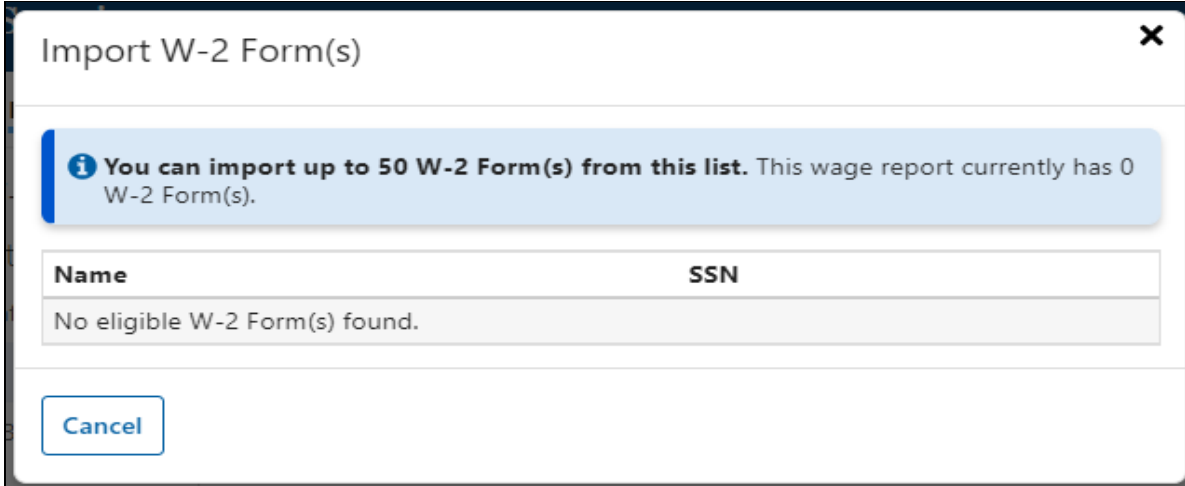
Are you sure you want to delete 2 W-2c Form(s)?

Name	SSN
Liuggggg, Qinuuu	***-**-4121
Liuggggg, Qinuuu	***-**-5121

Delete
Cancel

4.5 Import W-2 Form(s)

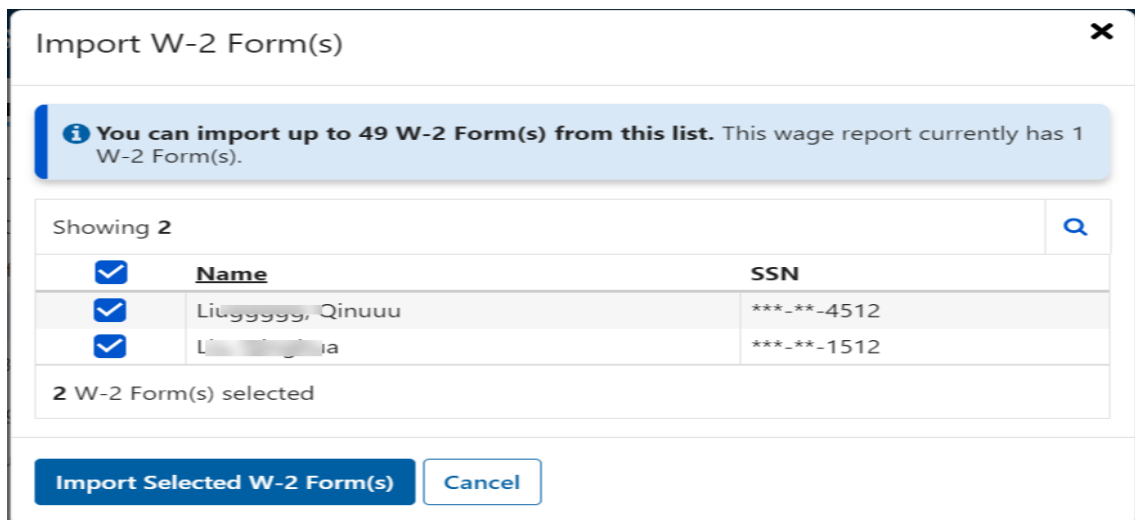
When you are on the W-2 List page, select the **Import W-2 Form(s)** button. The system displays the Import W-2 Form(s) page. If you did not file for the same employer previously, the system will display an empty table.



If you filed for the same employer previously. The system displays a table with all the eligible W-2 Forms.

On the Import W-2 Form(s) page:

- The total W-2 Form(s) this wage report currently has is displayed in the message.
- The total number of W-2 Forms available for selection is displayed at the top of the table.
- You can import up to 50 W-2 Forms from the list.
- The total number of W-2 Forms selected is displayed at the bottom of the table.
- Select the **Import Selected W-2 Forms** button. The system displays the W-2 List page and all W-2 Forms selected will be imported to the W-2 List page.



W-2 List

You can add up to 50 W-2 Forms per wage report.

	Name	SSN	Wages (Box1)	Edit
<input type="checkbox"/>	Y, R	***-**-2121	\$55.00	Edit
<input type="checkbox"/>	L [redacted] Qinuuu	***-**-4512	\$0.00	Edit Required
<input type="checkbox"/>	[redacted] Qinghua	***-**-1512	\$0.00	Edit Required

Total W-2 Form(s): 3 Total Wages: **\$55.00**

Add New W-2
Preview
Delete
Import W-2 Form(s)

Save & Continue
Previous
Exit Wage Report

4.6 Override State/Local Data

If the **I confirm that I want to override the calculated sums from the W-2 forms** radio button on the Preview W-3 page is selected, an “Override with Values” section will be displayed on the right side of the “Calculated Sums” section. Enter new values to replace the system calculated sums. Although SSA will not send the state/local data to IRS, state/local data will be saved on the unsubmitted/submitted wage reports in PDF for your record.

*** State and local wage reporting**

I confirm that I want to use the calculated sums from the W-2 forms
 I confirm that I want to override the calculated sums from the W-2 forms

<p>Calculated Sums</p> <p>State Wages, Tips, etc. \$0.00</p> <p>State Income Tax \$0.00</p> <p>Local Wages Tips, etc. \$0.00</p> <p>Local Income Tax \$0.00</p>	<p>Override with Values</p> <p>State Wages, Tips, etc. \$ 0.00</p> <p>State Income Tax \$ 0.00</p> <p>Local Wages Tips, etc. \$ 0.00</p> <p>Local Income Tax \$ 0.00</p>
--	---

Preview W-3

Save & Continue
Previous
Save
Exit Wage Report

4.6 W-3/W-3c Preview (PDF)

When you are on the Preview W-3 page, select the **Preview W-3** button. The system displays the W-3 Preview page.

To dismiss the page, select the **Close** button or the **X** mark in the top right corner of the page, or click anywhere outside the W-3 Preview page.

Follow the same steps to access W-3c Preview page.

W-3 Preview
✕

Close

Employer's contact person JACQUELINE SPRIGGS	Employer's telephone number 410-555-6667 Ext.	For Official Use Only
Employer's fax number	Employer's email address no-reply@ssa.gov	

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature: YOUR Title: COPY Date:

Form W-3 Transmittal of Wage and Tax Statements 2024

Purpose of Form

Complete a Form W-3 transmittal only when filing paper Copy A of Form(s) W-2, Wage and Tax Statement. Don't file Form W-3 alone. All paper forms **must** comply with IRS standards and be machine readable. Photocopies are **not** acceptable. Use a Form W-3 even if only one paper Form W-2 is being filed. Make sure both the Form W-3 and Form(s) W-2 show the correct tax year and employer identification number (EIN). Make a copy of this form and keep it with Copy D (For Employer) of Form(s) W-2 for your records. The IRS recommends retaining copies of these forms for 4 years.

Internal Revenue Service
Department of the Treasury

For employer records only!

Do not send this form to the Social Security Administration.

This form has not yet been submitted to the Social Security Administration. This copy of your W-2s and W-3 is intended for review purposes. Once your employees have confirmed their accuracy, please remember to return to this site to submit the information to the Social Security Administration.

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

W-3c Preview
✕

Close

Explain decreases here:		
Has an adjustment been made on an employment tax return filed with the Internal Revenue Service? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes", give date the return was filed:		

Under penalties of perjury, I declare that I have examined this return, including accompanying documents, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature: YOUR Title: COPY Date:

Employer's contact person JACQUELINE SPRIGGS	Employer's telephone number 410-555-6666 Ext.	For Official Use Only
Employer's fax number	Employer's email address no-reply@ssa.gov	

Form W-3c (Rev. 8-2023) Transmittal of Corrected Wage and Tax Statements

Purpose of Form

Make a copy of Form W-3c and keep it with Copy D (For Employer) of Forms W-2c for your records. File Form W-3c even if only one Form W-2c is being filed or if those Forms W-2c are being filed only to correct an employee's name and social security number (SSN) or the employer identification number (EIN). See the General Instructions for Forms W-2 and W-3 for information on completing this form.

Department of the Treasury
Internal Revenue Service

For employer records only!

Do not send this form to the Social Security Administration.

This form has not yet been submitted to the Social Security Administration. This copy of your W-2c and W-3c is intended for review purposes. Once your employees have confirmed their accuracy, please remember to return to this site to submit the information to the Social Security Administration.

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

4.7 Review (Review Unsubmitted Report)

On the Review Unsubmitted Forms page, select the **Generate PDF for Review** button. The system displays the Review page.

On the Review page, select the **Download** button. The system will download a copy of your unsubmitted report in PDF. To dismiss the page, select the **Close** button or the **X** mark in the top right corner of the page, or click anywhere outside the Review page.

To dismiss the page, select the **Close** button or the **X** mark in the top right corner of the page, or click anywhere outside the Preview page.

Review ✕

Close Download

☰ 🔍 - +

Form W-2 Wage and Tax Statement 2024 Department of the Treasury—Internal Revenue Service
 Copy D—For Employer For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Employers, Please Note—

Specific information needed to complete Form W-2 is available in a separate booklet titled the 2024 General Instructions for Forms W-2 and W-3. You can order these instructions and additional forms at www.irs.gov/OrderForms.

Need help? If you have questions about reporting on Form W-2, call the information reporting customer service site toll free at 866-455-7438 or 304-263-8700 (not toll free). For TTY/TDD equipment for persons who are deaf, hard of hearing, or have a speech disability, call 304-579-4827 (not toll free).

Due dates. By January 31, 2025, furnish Copies B, C, and 2 to each person who was your employee during 2024.

For employer records only!

Do not send this form to the Social Security Administration.

This form has not yet been submitted to the Social Security Administration. This copy of your W-2s and W-3 is intended for review purposes. Once your employees have confirmed their accuracy, please remember to return to this site to submit the information to the Social Security Administration.

Review
✕

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State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State	15 State	15 State	15 State
Employer's State ID number	Employer's State ID number	Employer's State ID number	Employer's State ID number
16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.
17 State income tax	17 State income tax	17 State income tax	17 State income tax
Locality Correction Information			
Previously reported	Correct information	Previously reported	Correct information
18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.
19 Local income tax	19 Local income tax	19 Local income tax	19 Local income tax
20 Locality name	20 Locality name	20 Locality name	20 Locality name

Form W-2c

Corrected Wage and Tax Statement

Copy D—For Employer
Department of the Treasury Internal Revenue Service

(Rev. 8-2023)
Employers, Please Note:
Specific information needed to complete Form W-2c is given in the separate Instructions for Forms W-2c and W-3c. You can order those instructions and additional forms by calling 1-800-TAX-FORM (1-800-829-3676). You can also get forms and instructions from the IRS website at www.irs.gov. Electronic filing of Form W-2c is preferred. For information on how to file electronically, go to the Social Security Administration website at www.socialsecurity.gov/employer.

For employer records only!

Do not send this form to the Social Security Administration.

The information contained on this form was not submitted to the Social Security Administration. This copy of your W-2cs and W-3cs is intended for review purposes. Once your employees have confirmed their accuracy, please remember to return to this site to submit the information to the Social Security Administration.

4.8 Final (PDF)

On the Final page, select the **Download** button. The system will download a copy of your submitted report in PDF. To dismiss the page, select the **Close** button or the **X** mark in the top right corner of the page, or click anywhere outside the Final page.

Final ✕

Close Download

Automatic Zoom

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
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Form W-2 Wage and Tax Statement 2024 Department of the Treasury—Internal Revenue Service
 Copy D—For Employer For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Employers, Please Note—

Specific information needed to complete Form W-2 is available in a separate booklet titled the 2024 General Instructions for Forms W-2 and W-3. You can order these instructions and additional forms at www.irs.gov/OrderForms.

Need help? If you have questions about reporting on Form W-2, call the information reporting customer service site toll free at 866-455-7438 or 304-263-8700 (not toll free). For TTY/TDD equipment for persons who are deaf, hard of hearing, or have a speech disability, call 304-579-4827 (not toll free).

Due dates. By January 31, 2025, furnish Copies B, C, and 2 to each person who was your employee during 2024.

For employer records only!

Do not send this form to the Social Security Administration.

The information contained on this form was submitted to the Social Security Administration on 11/25/2024.

The Wage File ID (WFID) assigned to this submission is: [REDACTED]

Final ✕

Close Download

Automatic Zoom

State Correction Information			
Previously reported	Correct information	Previously reported	Correct information
15 State	15 State	15 State	15 State
Employer's State ID number	Employer's State ID number	Employer's State ID number	Employer's State ID number
16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.
17 State income tax	17 State income tax	17 State income tax	17 State income tax
Locality Correction Information			
Previously reported	Correct information	Previously reported	Correct information
18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.
19 Local income tax	19 Local income tax	19 Local income tax	19 Local income tax
20 Locality name	20 Locality name	20 Locality name	20 Locality name

Form **W-2c** (Rev. 8-2023) **Corrected Wage and Tax Statement** Copy D—For Employer
Department of the Treasury Internal Revenue Service

Employers, Please Note:
 Specific information needed to complete Form W-2c is given in the separate Instructions for Forms W-2c and W-3c. You can order those instructions and additional forms by calling 1-800-TAX-FORM (1-800-829-3676). You can also get forms and instructions from the IRS website at www.irs.gov. Electronic filing of Form W-2c is preferred. For information on how to file electronically, go to the Social Security Administration website at www.socialsecurity.gov/employer.

For employer records only!

Do not send this form to the Social Security Administration.

The information contained on this form was submitted to the Social Security Administration on 11/19/2024.


The Wage File ID (WFID) assigned to this submission is: 8B361C.

4.9 Receipt

Select the **Print or Save WFID and Receipt** button on the Confirmation of Submission page. The system displays the Receipt page.

To print the Receipt, select the **Print** button.

To dismiss the page, select the **Close** button or the **X** mark in the top right corner of the page, or click anywhere outside the Receipt page.


Receipt ✕

Print

i Print this page as receipt and proof of filing date.

Wage File Identifier (WFID): 1 [REDACTED]

Submitted: **11/13/2024 12:00:56 PM ET**

Business Services Online: www.ssa.gov/employer

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online. Keep a printout of this page for at least 4 years as proof of your filing date.

Forms W-2/W-3 Online

Submission Summary


Status: **RECEIVED**
 Tax Year: **2024**
 Received: **1 W-2 Form**

Employer Information

Employer Name: **G**
 Employer Identification Number (EIN): 1 [REDACTED]
 Type of W-2 Form: **Regular W-2**
 Kind of Payer: **941 (Regular)**

Wage Information

Total Wages: **\$55.00**
 Social Security Wages: **\$0.00**
 Medicare Wages and Tips: **\$0.00**
 Federal Income Tax Withheld: **\$88.00**
 Social Security Tax Withheld: **\$0.00**
 Medicare Tax Withheld: **\$0.00**


Receipt
✕

Print

i **Print this page as receipt and proof of filing date.**

Wage File Identifier (WFID): ██████████C
 Submitted: **11/19/2024 07:52:38 AM ET**
 Business Services Online: www.ssa.gov/employer

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online. Keep a printout of this page for at least 4 years as proof of your filing date.

Corrections W-2c/W-3c

Submission Summary

Status: **RECEIVED**
 Tax Year: **2024**
 Received: **2 W-2c Form(s)**

Employer Information

Employer Name: **G**
 Employer Identification Number (EIN): ██████████3
 Kind of Payer: **941 (Regular)**

Wage Information

Total Wages: **\$**
 Social Security Wages: **\$**
 Medicare Wages and Tips: **\$**
 Federal Income Tax Withheld: **\$2.00**
 Social Security Tax Withheld: **\$**
 Medicare Tax Withheld: **\$**

4.10 Errors

When data entered breaks the system built-in rules, error messages will be displayed in red at the top of the page and above the specific fields. Follow the error messages to make corrections. Forms W-2/W-3 must be free of errors before submitting to SSA.

✘ Please correct the following information:

- [Error: Street Address](#)

Tax Year	Employer Name	Additional Report Info
2024	PERMANENTE MEDICAL GROUP INC	

Enter Employer Information

* Indicates required information

Employer Address

* Country

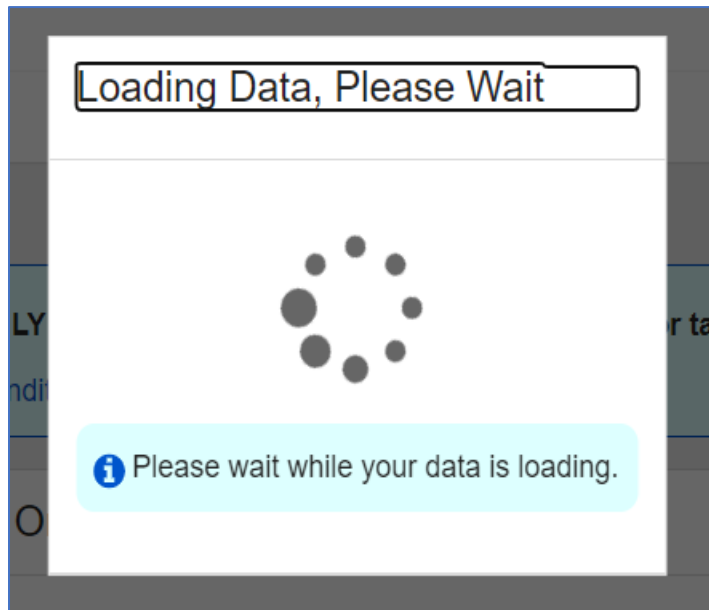
United States or U.S. Territory ▼

✘ Street Address is required.

* Street Address Apartment, Suite, Building, Etc.

4.11 Loading Data

When the system loads a large amount of data or the network is busy, a Loading Data page might display. The page will be disappeared once the data loading is completed.



4.12 Feedback

User feedback is very important to the performance of W-2/W-3 Online. The survey link is available on every page throughout the application. You can take the survey more than once. However, you may want to wait to complete the survey until after you submit the wage report.

