

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

December Pilot Release

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1.0 Access Forms W-2/W-3 Online Pilot Program

The Forms W-2/W-3 Online Pilot Program is one of the Electronic Wage Reporting (EWR) applications. You must be a pilot participant to access the pilot program.

Step 1: On the United States Social Security Administration (SSA) homepage (<https://www.ssa.gov/>), in the “Services for” section at the bottom of the page, select the **Employers & businesses** link. The system displays the [Employer W-2 Filing Instructions & Information](#) page.

Support	Languages	Services for 	About
Contact us	Español	Employers & businesses	About SSA
Find an office	Other languages	Representatives	Communications
Forms	Plain language	Government agencies	Careers
Publications		Other groups	Initiatives
Report fraud			Research & policy

Step 2: On the Employer W-2 Filing Instructions & Information page, select the **Business Services Online** button. The system displays the [Business Services Online](#) page.

Employer W-2 Filing Instructions & Information

Alert

The Social Security username sign-in option is no longer available. You must sign in with either a Login.gov or ID.me account to gain access to employer services.

 [Subscribe here to receive the next issue of W-2 News.](#)

Subscribe to W-2 News, our electronic newsletter, and receive email updates of important wage reporting information for employers who submit W-2s to Social Security.





Register to Use Business Services Online

You must register to use Business Services Online – Social Security’s suite of services that allows you to file W-2/W-2Cs online and verify your employees’ names and Social Security numbers against our records.

Your BSO user ID and password can no longer be used to access employer services. You must sign in with your Login.gov or ID.me account to gain access to employer services.

If you already have a Login.gov or ID.me account, do not create a new one. You can use your existing account to access employer services. Start at the [BSO Welcome Page](#), then select “Sign in” or “Create account” in the “Employers” section.

Quick Reference Guides

- [Helpful Tips](#) 
- [Here's what BSO can do for you](#) 
- [Taxpayer First Act](#) 
- [How to Register and Get an Activation Code \(Updated\)](#) 

File W-2s/W-2Cs Online

This service offers fast, free, and secure online W-2 filing options to CPAs, accountants, enrolled agents, and individuals who process W-2s (the Wage and Tax Statement) and W-2Cs (Statement of Corrected Income and Tax Amounts).

Business Services Online

By selecting this link, you can:

- Log In
- Register or;
- Complete Phone Registration

Business Services Online (BSO)

Application Hours of Availability

Monday - Friday: 4:15 AM - 1 AM ET

Saturday: 5 AM - 11 PM ET

Sunday: 8 AM - 11:30 PM ET

About W-2 Filing

[> Before You File](#)

[Customer Support](#)

[Electronic W-2/W-2c Filing Handbook](#)

[Helpful Government Resources](#)

[FIRE \(1099\) Filing Information Returns Electronically](#)

[Electronic Wage Reporting Web Service \(EWRWS\)](#)

[Publications & Forms](#)

[Employer W-2 Filing](#)

Step 3: On the Business Services Online (BSO) page:

- Select the **Log in** link in the “Employers” section. The system displays the [Create an Account or Sign In](#) page.
- Select the **Create account** link in the “Employers” section if you need to create an account.

Business Services Online (BSO)

Our [suite of services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorney representatives, and third parties to securely exchange information with us online.

You must register and create your own password to access BSO.

New users can visit the [BSO tutorial](#) for more information.

Information you'll need to provide



Employers

For employers and businesses to:

- Report wages.
- View submission and report status.
- Act on resubmission notices.
- Verify Social Security numbers.

[Sign in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: employerinfo@ssa.gov

Representative payees


For organizational representative payees to file their Representative Payee Report electronically.

[Sign in](#)

[Create account](#)

[Information about being a payee](#)

Step 4: On the Create an Account or Sign In page, choose one of the three options to sign in. Each option will require you to enter a one-time code, then navigate to the Social Security Terms of Service page.


 Social Security

Sign In or Create an Account

If you already have a Login.gov or ID.me account, do not create a new one. You can use your existing account to access Social Security services.

[Sign in with !\[\]\(a0eef730b3b4a22497288ba41caafa68_img.jpg\) LOGIN.GOV](#)

[Sign in with !\[\]\(3cfe8cf8af4b11d09edd36ec455dd31f_img.jpg\) ID.me](#)

 By continuing to login, you accept the SSA [Terms of Service](#) and [Privacy Policy](#).
The Social Security username sign-in option is no longer available.

[Create an account with Login.gov](#)

[Create an account with ID.me](#)


[Sign in Help and Support](#)

[External Site Disclaimer](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)

Step 5: On the Social Security Terms of Service page, select the **I agree to the Terms of Service** check box, then select the **Next** button. The system displays the Social Security Privacy Act Statement page.

 Social Security

Terms of Service

The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.

By checking I agree to the Terms of Service, I acknowledge the following conditions:

- I understand that I am accessing a U.S. Government system.
- I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
- I understand that it is a federal crime to:
 - Give false or misleading statements to obtain information in Social Security records;
 - Give false or misleading information to obtain or alter Social Security benefits; or
 - Deceive the Social Security Administration about an individual's identity.
- I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse.
- I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me or any information that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others.

☐ I agree to the Terms of Service.

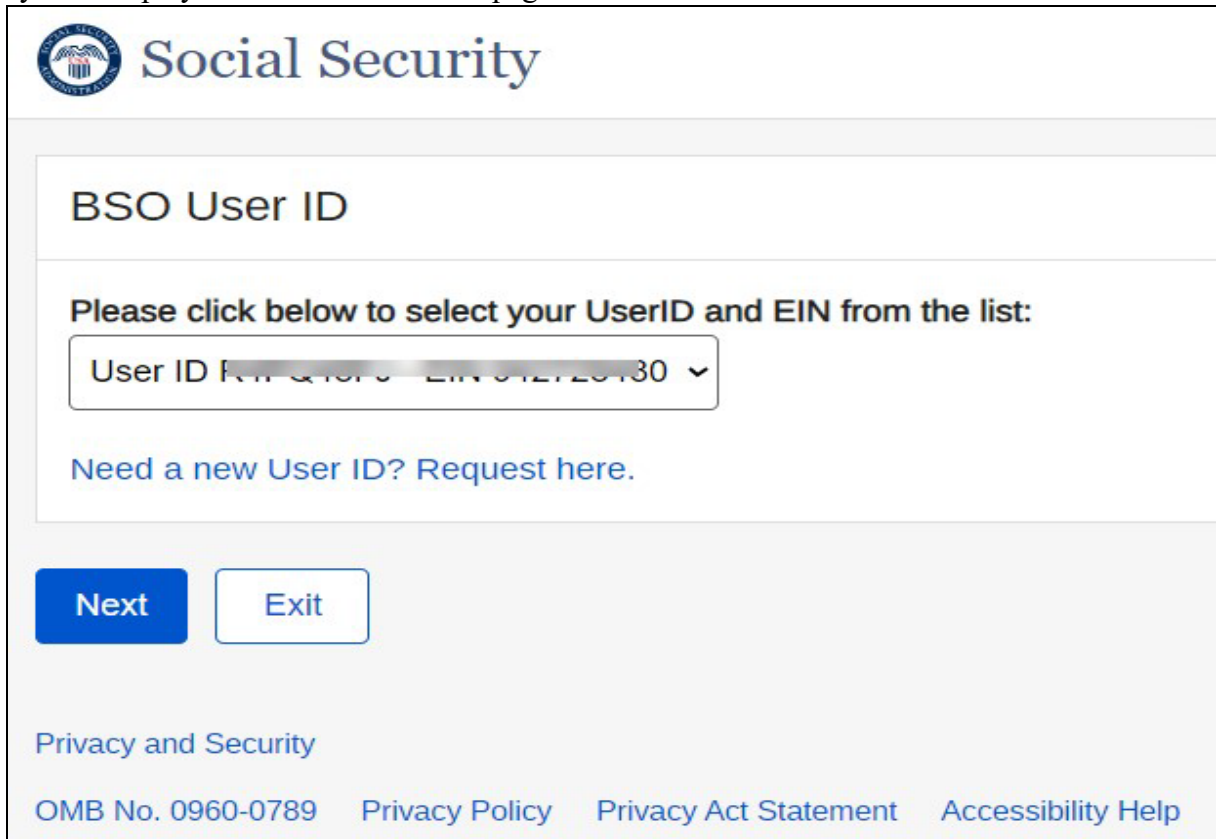
Next


Exit

[Privacy and Security](#)
[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)

Step 6: On the Social Security Privacy Act Statement page, select the **Next** button. The system displays the BSO User ID page.

Step 7: On the BSO User ID page, select a set of User ID/EIN, then select the **Next** button. The system displays the BSO Main Menu page.



 **Social Security**

BSO User ID

Please click below to select your UserID and EIN from the list:

User ID R11-01010 - EIN 012120130 ▼

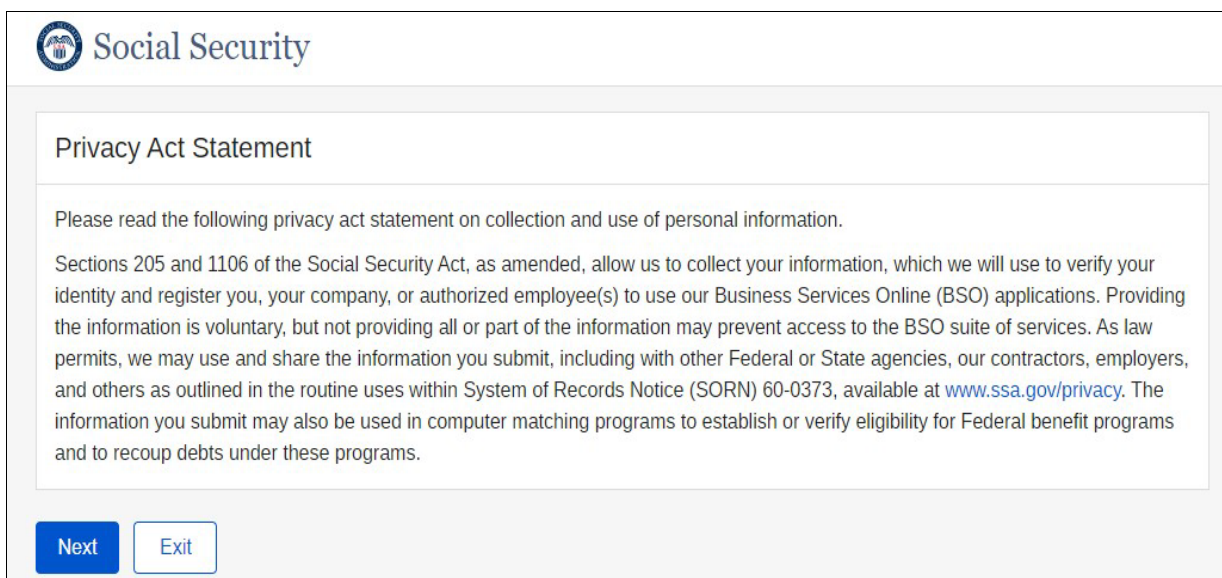
[Need a new User ID? Request here.](#)


Next **Exit**

Privacy and Security

OMB No. 0960-0789 [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)

Step 8: On the BSO Main Menu page, select the **Report Wages To Social Security** link. The system displays the Wage Reporting Attestation page.



 **Social Security**

Privacy Act Statement

Please read the following privacy act statement on collection and use of personal information.

Sections 205 and 1106 of the Social Security Act, as amended, allow us to collect your information, which we will use to verify your identity and register you, your company, or authorized employee(s) to use our Business Services Online (BSO) applications. Providing the information is voluntary, but not providing all or part of the information may prevent access to the BSO suite of services. As law permits, we may use and share the information you submit, including with other Federal or State agencies, our contractors, employers, and others as outlined in the routine uses within System of Records Notice (SORN) 60-0373, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

Next **Exit**



Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

User ID: [REDACTED]
[Logout](#)

Welcome, [REDACTED]

Manage Account

- [View / Edit Account Info](#)

Manage Services

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

Manage Employer Information

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

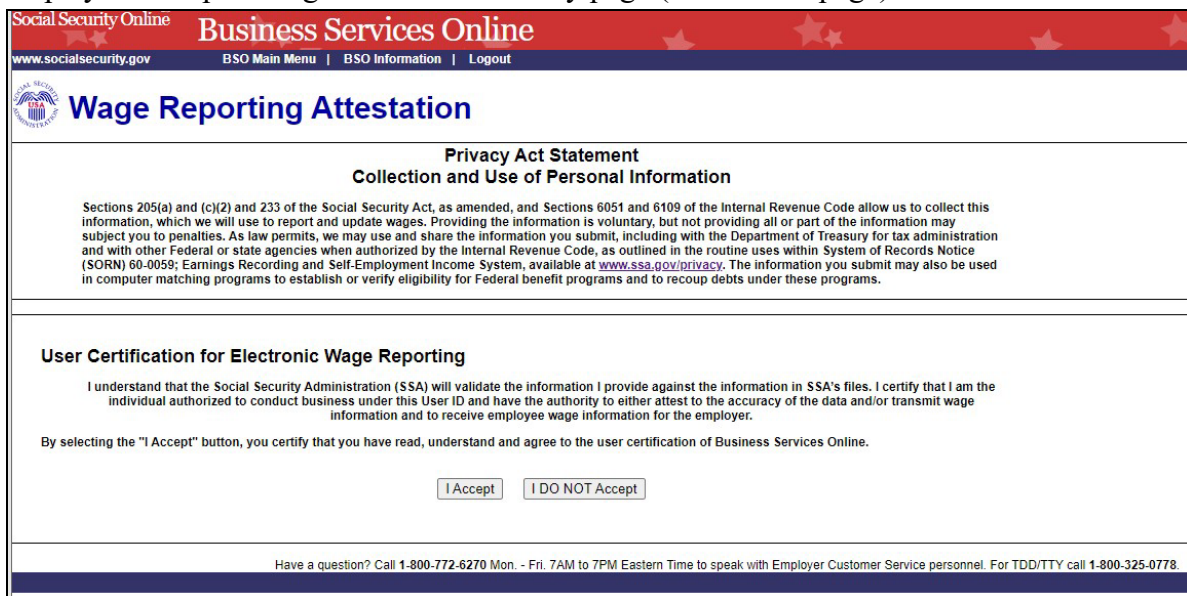
Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Report Wages To Social Security

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

www.socialsecurity.gov

Step 9: On the Wage Reporting Attestation page, select the **I Accept** button. The system displays the Report Wages to Social Security page (EWR homepage).



Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Logout

Wage Reporting Attestation

Privacy Act Statement
Collection and Use of Personal Information

Sections 205(a) and (c)(2) and 233 of the Social Security Act, as amended, and Sections 6051 and 6109 of the Internal Revenue Code allow us to collect this information, which we will use to report and update wages. Providing the information is voluntary, but not providing all or part of the information may subject you to penalties. As law permits, we may use and share the information you submit, including with the Department of Treasury for tax administration and with other Federal or state agencies when authorized by the Internal Revenue Code, as outlined in the routine uses within System of Records Notice (SORN) 60-0059; Earnings Recording and Self-Employment Income System, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

User Certification for Electronic Wage Reporting


I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

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

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

Step 10: On the EWR homepage, select the **Pilot program Participants – Forms W-2/W-3 Online** link. The system displays the Forms W-2/W-3 Online pilot program landing page. Only pilot participants can access this link.

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	
 <h2>Electronic Wage Reporting (EWR)</h2>	
<h3>Reporting Wages to Social Security</h3> <div> Forms W-2/W-3 Online Forms W-2c/W-3c Online Upload Formatted Wage File AccuWage Online </div> <div> Pilot Program Participants - Forms W-2/W-3 Online Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports. If you need to file wage reports for any <u>conditions that are not supported by this application</u>, use the Create/Resume Forms W-2/W-3 Online link below. </div> <div> Create/Resume Forms W-2/W-3 Online (PDF is not available for W-2PR/W-3PR.) <ul style="list-style-type: none"> • Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN). • Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it. • A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review. • Read the list of restrictions to determine whether you can use Forms W-2/W-3 Online. </div> <div> Save (or Print) Submitted W-2 Report(s) PDF to Your Computer (PDF is not available for W-2PR/W-3PR.) A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission. </div>	
<h3>Submission Status</h3> <div> View Submission Status Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3). </div>	<h3>Employer Report Status</h3> <div> View Employer Report Status Check wage report status or view errors for reports submitted for your company by a third party. </div>
<h3>Resubmission Notice</h3> <div> 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: </div> <div> Resubmit your Formatted Wage File <ul style="list-style-type: none"> • 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. </div> <div> Request an Extension to File a Resubmission <ul style="list-style-type: none"> • 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. </div>	
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 .	



[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

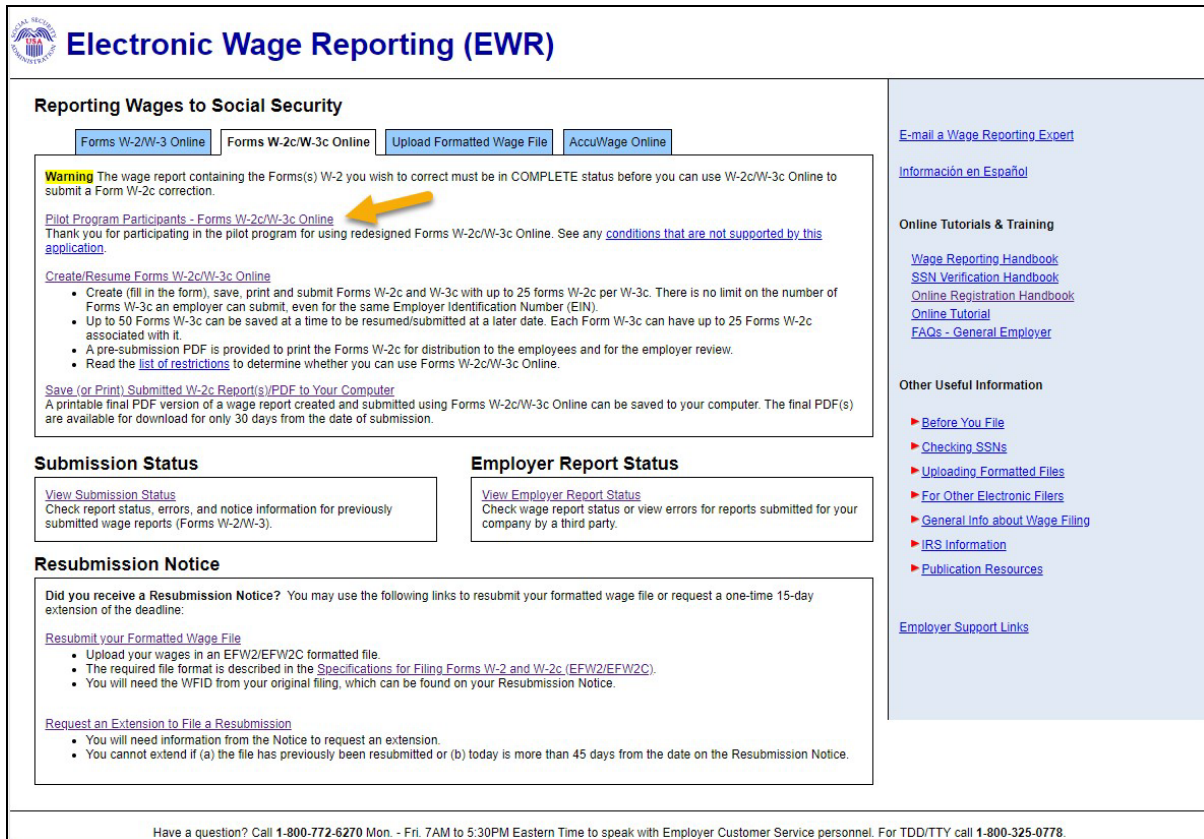
Online Tutorials & Training

[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](#)



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 Forms(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.

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

Thank you for participating in the pilot program for using redesigned Forms W-2c/W-3c Online. See any [conditions that are not supported by this application](#).

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

- Create (fill in the form), save, print and submit Forms W-2c and W-3c with up to 25 forms W-2c per W-3c. There is no limit on the number of Forms W-3c an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3c can be saved at a time to be resumed/submitted at a later date. Each Form W-3c can have up to 25 Forms W-2c associated with it.
- A pre-submission PDF is provided to print the Forms W-2c for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

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

A printable final PDF version of a wage report created and submitted using Forms W-2c/W-3c Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)

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

Resubmission Notice

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

[Resubmit your Formatted Wage File](#)

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

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

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

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 W2/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 Pilot program landing page, select the **Create a New Report** button. The system displays the For Whom Are You Filing page.

From any page within the pilot program, 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.

The screenshot shows the 'Forms W-2/W-3 Online' interface. At the top, there are navigation links: 'EWR Home', 'Forms W-2/W-3 Online' (highlighted with a yellow arrow), 'Corrections W-2c/W-3c', and 'Help'. Below the navigation bar, the page title is 'Forms W-2/W-3 Online'. A welcome message follows: 'Welcome to Forms W-2/W-3 Online'. A section titled 'This application allows you to:' lists four bullet points: '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.', and 'View the final PDF of Submitted reports from the last 30 days.' Below this, a link for 'additional restrictions and instructions' is provided. A blue button labeled 'Create a New Report' is highlighted with a yellow arrow. The 'Unsubmitted Reports' section is highlighted with a yellow arrow and includes a note: 'You can have up to 100 unsubmitted reports at any time. Unsubmitted reports are available for 120 days from last save date.' Below this is a table with columns: 'Employer Name', 'EIN', 'Tax Year', 'W-2 Count', 'Saved (ET)', and 'Actions'. A single report for 'PERMANENTE MEDICAL GROUP INC' is listed with EIN '30', Tax Year '2024', W-2 Count '0', and Saved (ET) '11/12/2024 06:28 AM'. The 'Actions' column contains 'Resume' and 'Delete' buttons. The 'Submitted Reports' section is highlighted with a yellow arrow and includes a note: 'The final PDF(s) are available for download for only 30 days from the date of submission.' Below this is a table with columns: 'Employer Name', 'EIN', 'Tax Year', 'W-2 Count', 'WFID', 'Submitted (ET)', and 'Actions'. The table contains the text '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
 WALKERS WORLD INC

Employer Identification Number (EIN)
 02-0000000

[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

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 Sons (01-000 ▾)

Employer Identification Number (EIN)

01-0000000 


[File for Selected Employer](#) 

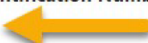
Select the **File for Selected Employer** button. The system displays the “Wage Report Setup” section below the employer selection section on the same page.


- 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

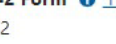
Review your selection. You will not be able to change these details in this wage report later.

Employer Name
 P[REDACTED] GROUP 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

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

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.

☒ 941 (Regular)
☐ Household Employer
☐ 943 (Agriculture)
☐ 944 (Regular)
☐ CT-1 (Railroad)
☐ Medicare Government Employer (for Government Employers Only)
☐ 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

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
<input type="text" value="JACjjjjj"/>	<input type="text" value="SPhhh"/>
* Email Address	
<input type="text" value="nihhhhle.r.jojjes@ssa.gov"/>	
Phone Number	
<input checked="" type="radio"/> U.S.	<input type="radio"/> International
* 10-digit Number	Ext.
<input type="text" value="(123) 456-7890"/>	<input type="text"/>
Fax Number	
<input type="text"/>	
Contact Person for this Employer	
<input type="checkbox"/> Same as Contact Person for this Submission	
Name	
* First	* Last
<input type="text"/>	<input type="text"/>
* Email Address	
<input type="text"/>	
Phone Number	
<input checked="" type="radio"/> U.S.	<input type="radio"/> International
* 10-digit Number	Ext.
<input type="text"/>	<input type="text"/>
Fax Number	
<input type="text"/>	

Select Kind of Employer

Kind of Employer

☐ Federal Government

☐ Tax Exempt Employer (501c Non-Govt)

☐ State and Local Governmental Employer (State/Local Non-501c)

☐ State and Local Tax Exempt Employer (State/Local 501c)

☒ 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](#)

..

\$

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 \$ <input type="text"/>		2. Federal Income Tax Withheld \$ <input type="text"/>	
3. Social Security Wages \$ <input type="text"/>		4. Social Security Tax Withheld \$ <input type="text"/>	
5. Medicare Wages and Tips \$ <input type="text"/>		6. Medicare Tax Withheld \$ <input type="text"/>	
7. Social Security Tips \$ <input type="text"/>		8. Allocated Tips \$ <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 <div> <input type="text" value="--"/> <input type="button" value="v"/> </div> \$ <input type="text"/> + Add Another Code			
13. <div> <input type="checkbox"/> Statutory Employee <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Third-party Sick Pay </div>			
14. Other (1) Description (1) Amount (1) <div> <input type="text"/> <input type="text" value="\$"/> </div> + 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	
Add New W-2 Preview Delete Import W-2 Form(s)				

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

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



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.

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.

2.1.10 Sign and Submit Page

SSN Masking.' and 'To change any W-2 information, go to [W-2 List](#).' At the bottom, there are three buttons: 'Save & Continue' (highlighted in blue), 'Previous', and 'Exit Wage Report'."/>

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 PDFPrint 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 Pilot Program” 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
<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 make corrections through the W-2c Online Application.</p>		
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	07-2000400	2022	1	09/19/2023 03:00 PM	Resume Delete
NICO ICE CREAM	07-2000400	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

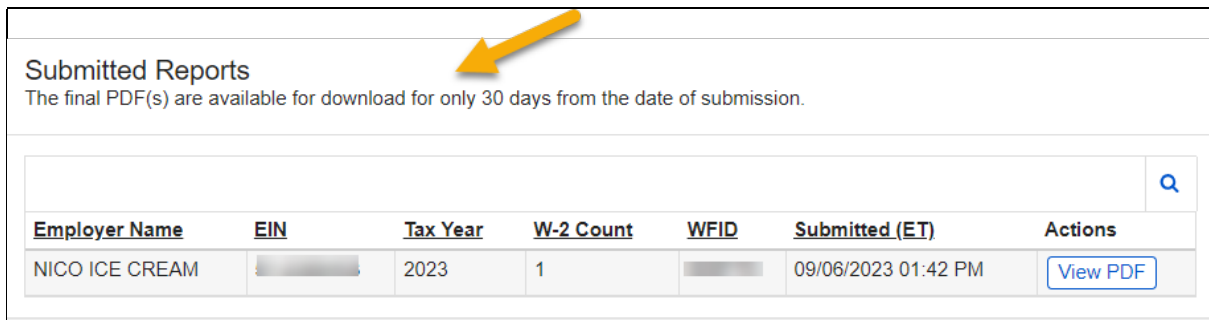
[Yes, Delete](#)
[No, Do Not Delete](#)

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.

This path allows you to:



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
NICO ICE CREAM	[REDACTED]	2023	1	[REDACTED]	09/06/2023 01:42 PM	View PDF

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

- 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 Pilot program landing page, select the **Create a New Correction** button. The system displays the For Whom Are You Filing page.

From any page within the pilot program, 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 ?
--

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
 [REDACTED] GROUP INC

Employer Identification Number (EIN)
 [REDACTED]

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.

- ☒ 941 (Regular)
- ☐ Household Employer
- ☐ 943 (Agriculture)
- ☐ 944 (Regular)
- ☐ CT-1 (Railroad)
- ☐ Medicare Government Employer (for Government Employers Only)
- ☐ 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 Sons (01-000 ▼)

Employer Identification Number (EIN)
 [REDACTED] 

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

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.

☒ 941 (Regular)

☐ Household Employer

☐ 943 (Agriculture)

☐ 944 (Regular)

☐ CT-1 (Railroad)

☐ Medicare Government Employer (for Government Employers Only)

☐ 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

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.

☒ 941 (Regular)
☐ Household Employer
☐ 943 (Agriculture)
☐ 944 (Regular)
☐ CT-1 (Railroad)
☐ Medicare Government Employer (for Government Employers Only)
☐ 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
<input type="text" value="JACjjjjj"/>	<input type="text" value="SPhhh"/>
* Email Address	
<input type="text" value="nihhhhle.r.jjjjes@ssa.gov"/>	
Phone Number	
<input checked="" type="radio"/> U.S. <input type="radio"/> International	
* 10-digit Number	Ext.
<input type="text" value="(123) 456-7890"/>	<input type="text"/>
Fax Number	
<input type="text"/>	
Contact Person for this Employer	
<input type="checkbox"/> Same as Contact Person for this Submission	
Name	
* First	* Last
<input type="text"/>	<input type="text"/>
* Email Address	
<input type="text"/>	
Phone Number	
<input checked="" type="radio"/> U.S. <input type="radio"/> International	
* 10-digit Number	Ext.
<input type="text"/>	<input type="text"/>
Fax Number	
<input type="text"/>	

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

Save & Return to List

Save & Add Another W-2c

Delete this W-2c & Return to List

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.

45

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

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

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
Fix	Box 1 - Wages, Tips, Other Compensation		
Fix	Box 2 - Federal Income Tax Withheld		
Fix	Box 3 - Social Security Wages		
Fix	Box 4 - Social Security Tax Withheld		
Fix	Box 5 - Medicare Wages and Tips		
Fix	Box 6 - Medicare Tax Withheld		
Fix	Box 7 - Social Security Tips		
Fix	Box 8 - Allocated Tips		
Fix	Box 10 - Dependent Care Benefits		
Fix	Box 11 - Nonqualified Plans (Section 457 distributions or contributions)		
Fix	Box 11 - Nonqualified Plans (Not section 457 distributions or contributions)		
Fix	Box 12 - Code (1) & Amount (1)		
Fix	Box 12 - Code (2) & Amount (2)		
Fix	Box 12 - Code (3) & Amount (3)		
Fix	Box 12 - Code (4) & Amount (4)		
Fix	Box 13 - Statutory Employee		
Fix	Box 13 - Retirement Plan		
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

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

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
Fix	Box 1 - Wages, Tips, Other Compensation		
Fix	Box 2 - Federal Income Tax Withheld		
Fix	Box 3 - Social Security Wages		
Fix	Box 4 - Social Security Tax Withheld		
Fix	Box 5 - Medicare Wages and Tips		
Fix	Box 6 - Medicare Tax Withheld		
Fix	Box 7 - Social Security Tips		
Fix	Box 8 - Allocated Tips		
Fix	Box 10 - Dependent Care Benefits		
Fix	Box 11 - Nonqualified Plans (Section 457 distributions or contributions)		
Fix	Box 11 - Nonqualified Plans (Not section 457 distributions or contributions)		
Fix	Box 12 - Code (1) & Amount (1)		
Fix	Box 12 - Code (2) & Amount (2)		
Fix	Box 12 - Code (3) & Amount (3)		
Fix	Box 12 - Code (4) & Amount (4)		
Fix	Box 13 - Statutory Employee		
Fix	Box 13 - Retirement Plan		
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

\$

Update & Save Changes

Cancel

- 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
Fix Clear	Box 1 - Wages, Tips, Other Compensation	\$33.00	\$2.00
Fix	Box 2 - Federal Income Tax Withheld		
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
Fix	Box 1 - Wages, Tips, Other Compensation		
Fix	Box 2 - Federal Income Tax Withheld		
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
 \$

Update & Save Changes **Cancel**

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
Fix	Box 1 - Wages, Tips, Other Compensation		
Fix	Box 2 - Federal Income Tax Withheld		
Fix	Box 3 - Social Security Wages		
Fix	Box 4 - Social Security Tax Withheld		
Fix	Box 5 - Medicare Wages and Tips		
Fix	Box 6 - Medicare Tax Withheld		
Fix	Box 7 - Social Security Tips		
Fix	Box 8 - Allocated Tips		
Fix	Box 10 - Dependent Care Benefits		
Fix	Box 11 - Nonqualified Plans (Section 457 distributions or contributions)		
Fix	Box 11 - Nonqualified Plans (Not section 457 distributions or contributions)		
Fix Clear	Box 12 - Code (1) & Amount (1)	A: \$66.00	A: \$88.00
Fix	Box 12 - Code (2) & Amount (2)		
Fix	Box 12 - Code (3) & Amount (3)		
Fix	Box 12 - Code (4) & Amount (4)		
Fix	Box 13 - Statutory Employee		
Fix	Box 13 - Retirement Plan		
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
Fix	Box 14 - Description (1) & Amount (1)		
Fix	Box 14 - Description (2) & Amount (2)		
Fix	Box 14 - Description (3) & Amount (3)		

Optional Boxes 15 - 20 (State & Local)

State & Local (1)

Actions	Field	Previous Value	Correct Value
Fix	Box 15 - State & Employer State ID (1)		
Fix	Box 16 - State Wages, Tips, etc. (1)		
Fix	Box 17 - State Income Tax (1)		
Fix	Box 18 - Local Wages, Tips, etc. (1)		
Fix	Box 19 - Local Income Tax (1)		
Fix	Box 20 - Locality Name (1)		

[Add Another State & Local Details](#)

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

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

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

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.

<input type="checkbox"/>	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

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, I, **[REDACTED]** GS, 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): 8

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 W2c/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	Resume 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 W2c/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

[Yes, Delete](#)
[No, Do Not Delete](#)

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	12-12345678	2024	1	800000	11/19/2024 08:10 AM	View PDF
G	12-12345678	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	Employer Name	Additional Report Info
2024	PERMANENTE MEDICAL GROUP INC	

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	Employer Name	Additional Report Info
2024	PERMANENTE MEDICAL GROUP INC	
Enter Employer Information <small>* Indicates required information</small>		EIN 12-12345678
Employer Address <small>* Country</small>		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	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.	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	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)

a Employee's social security number 12-		OMB No. 1545-0008	
b Employer identification number (EIN) PERMANENTE MEDICAL GROUP INC 9401 SECURITY BLVD BALTIMORE, MD 21235		1 Wages, tips, other compensation \$0.00	2 Federal income tax withheld \$0.00
c 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
d Control number		5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employee's first name and initial R 17001 SUNSWEEP LANE H, MD 21111		7 Social security tips \$0.00	8 Allocated tips \$0.00
f Employee's address and ZIP code		9	10 Dependent care benefits \$0.00
11 Nonqualified plans \$0.00		12a	
12a		12b	
12b		12c	
12c		12d	
16 State	Employer's state ID number	18 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	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 14 Other (see instructions)	<input type="checkbox"/> employee <input type="checkbox"/> plan <input type="checkbox"/> sick pay 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. 5-2023) 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, Qinuui	***-**-4121
Liuggggg, Qinuui	***-**-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.

Import W-2 Form(s)

i You can import up to 50 W-2 Form(s) from this list. This wage report currently has 0 W-2 Form(s).

Name	SSN
No eligible W-2 Form(s) found.	

Cancel

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.

Import W-2 Form(s)

i You can import up to 49 W-2 Form(s) from this list. This wage report currently has 1 W-2 Form(s).

Showing 2

☒ **Name** **SSN**

<input checked="" type="checkbox"/>	Liuggggg, Qinuuu	***-**-4512
<input checked="" type="checkbox"/>	Liuuuuu, Jia	***-**-1512

2 W-2 Form(s) selected

Import Selected W-2 Form(s)

Cancel

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"/>	Y, R	***-**-2121	\$55.00	Edit
<input type="checkbox"/>	L [REDACTED] Qinuua	***-**-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

Calculated Sums	Override with Values
State Wages, Tips, etc. \$0.00	State Wages, Tips, etc. \$ 0.00
State Income Tax \$0.00	State Income Tax \$ 0.00
Local Wages Tips, etc. \$0.00	Local Wages Tips, etc. \$ 0.00
Local Income Tax \$0.00	Local Income Tax \$ 0.00

[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 COPY
Title ▶
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 COPY
Title:
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.

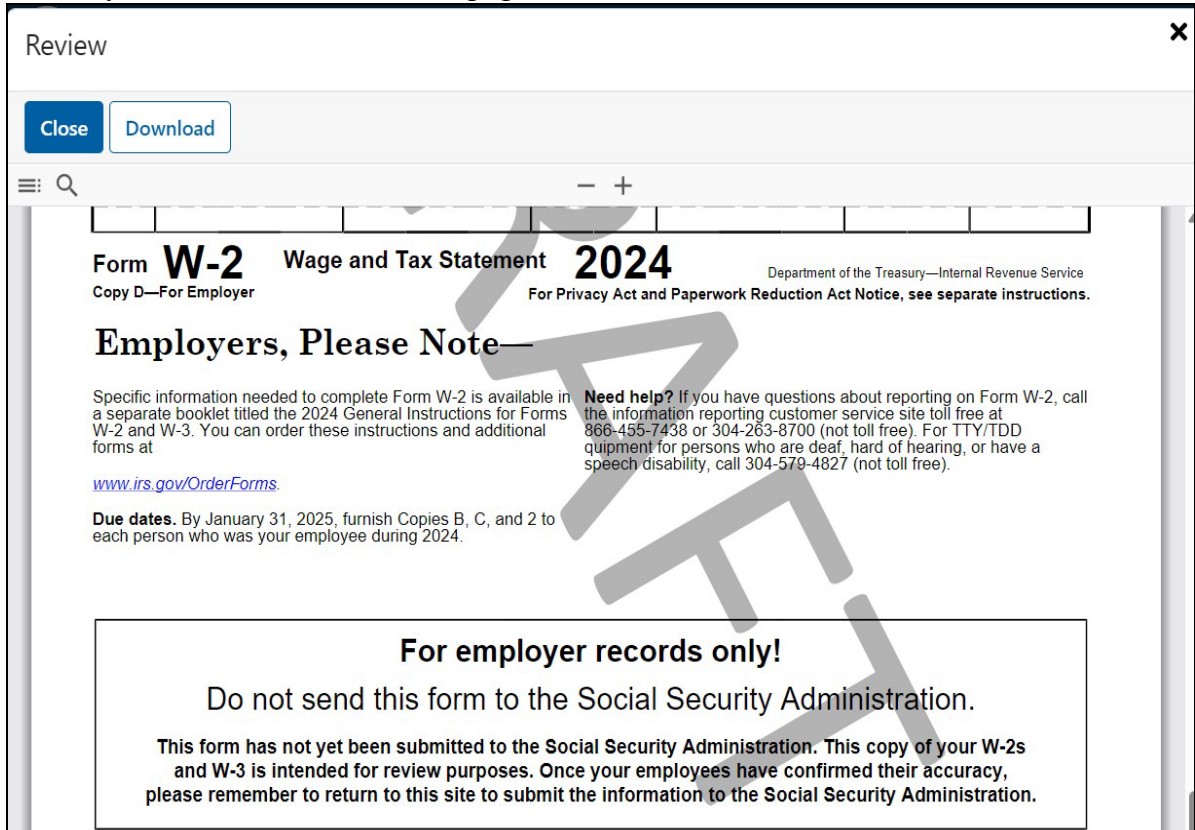
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

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 ✕

Close Download

☰ 🔍 — +

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
 Employers, Please Note: Department of the Treasury Internal Revenue Service

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-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.

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

		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**
 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
X

Print

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

Wage File Identifier (WFID): 1

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): 12-1124112

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

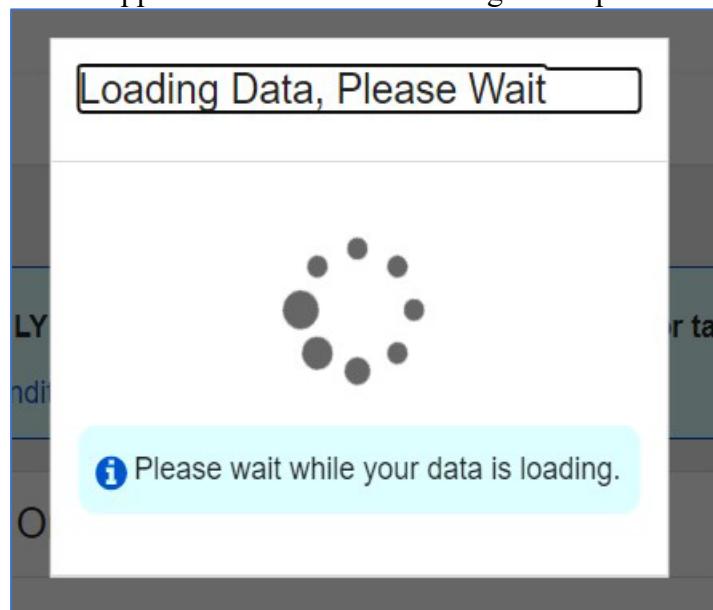
* Indicates required information

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.

