Step-By-Step Instructions for Create/Resume Forms W-2c Online

1. Select “MENU” on the Social Security home page, then select Business Services to go to the “Business Services” page. On the “Business Services” page, select Log in or Use Business Services Online button to go to the “Business Services Online” page.

2. Select the Log In button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.
3. Enter your **User ID** and **Password**.

4. Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.
   - Select the **Log In** button to display the BSO “Main Menu” page.
   - To return to the “Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.
5. Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

6. Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the “EWR home” page. To return to the BSO “Main Menu” page, select the **I DO NOT Accept** button.
7. On the EWR home page: go to the Forms W-2c/W-3c Online tab. Select the **Create/Resume Forms W-2c/W-3 Online** link. If there are no unsubmitted reports, the system displays the “Before You Create Your Form(s) W-2c/W-3c” page. If there are unsubmitted Forms W-2c/W-3c, the system displays the Forms W-2c/W-3c Online “Unsubmitted Reports” page.

Note: You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.
8. On the Unsubmitted Reports page:

- Select the **Start a New Report Correction** button. The system displays the “Before You Create Your Form(s) W-2c/W-3c” page.

- Select the **Edit** link or the Employer Name link to go to the “W-2c List for this Submission” page.

- Select the **Delete** link to delete an unsubmitted report. The “Are you sure you want to delete the unsubmitted report?” page will be displayed.

- Select the **Cancel** button to return to the EWR home page.

Note: You cannot submit reports marked in red after 4-15-2021 due to the status of limitation for report corrections. However, you may view and update them.
9. On the Before You Create Your Form(s) W-2c/W-3c page:

- Provide correct information related to tax year and company name. If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “Employer Information for this Wage Report Correction” page.

- If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “W-2c Online Restrictions” page.

- Select the **Cancel** button to return to the EWR home page.
10. On the Employer Information for this Wage Report Correction page:

- Enter or review Employer Information, Contact Person information, Other Information and select the Kind of Payer and the Kind of Employer, then select the **Continue** button to go to the “Enter W-2c Information” page.

- Select the **Cancel** button to return to the EWR home page.
11. On the Enter W-2c Information page:
• Select the **Save and Start Next W-2c** button to save this W-2c information and create another W-2c. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2c or by selecting the override checkbox.

• Select the **Save and Go to W-2c List** button when you finish creating W-2c to go to the “W-2c List for this Submission” page.
  
  o You can enter a maximum of twenty-five (25) W-2cs. The number of the current W-2c is displayed at the top of the “Enter W-2c Information” page. When entering your twenty-fifth W-2c, the system will no longer display the **Save and Start Next W-2c** button.

• Select the **Cancel Changes** button to discard changes made to this W-2c and go to the “W-2c List for this Submission” page.

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

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

• Select a name to view and edit the W-2c data.

• Select the **Delete** link to delete the W-2c. When you select the delete link, “Are you sure you want to delete this W-2c” page will be displayed for your assistance.

• Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?” page will be displayed for your assistance.
• Select the **Edit Employer Information** button to go to the “Employer Information for this Wage Report Correction” page.

• Select the **Start a New W-2c** button to go to the “Enter W-2c Information” page.

• Select the **Continue to W-3c Preview** button to view “W-3c Preview for this Submission” page.

13. On the W-3c Preview for this Submission page:

• You may enter the state or local wages and taxes totals. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.
• SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees by selecting the check box labeled “SSNs will be truncated (Format *****1234); if you choose not to truncate the SSNs, please select the check box labeled “SSNs will be fully displayed (Formate 123456789). Once the forms are submitted to SSA, you may not change your selection.

• Select the Continue button to go to the “Print Unsubmitted Form(s) W-2c/W-3c for Review” page.

• Select the Return to W-2c List button to return to the “W-2c List for this Submission” page.

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

**STEP 14:** On the Print Unsubmitted Form(s) W-2c/W-3c for Review page:

• Select the Continue button to go to the “Sign and Submit” page.

• Select the Return to W-2c List button to return to the “W-2c List for this Submission” page.
• Select the Save and Quit button to exit W-2c Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA” page will be displayed for your assistance.

**STEP 15:** On the Sign and Submit page:

• Select the check box to attest to the accuracy of the report and select the Submit this Wage Report Correction button to submit your wage report correction. The system will display the “Confirmation Receipt - Your File Was Received” page with a pop-up window.

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

• Select the Previous button to return to the “Print Unsubmitted Form(s) W-2c for Review” page.
Confirmation Receipt - Your W-2c/W-3c File Was Received

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

This Wage File Identifier (WFIID) is your confirmation number: 8001QD

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

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

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

Your Receipt

Employer: TEST COMPANY
Tax year: 2017
Received on: 09/08/2017 07:38 AM Eastern Time

<table>
<thead>
<tr>
<th></th>
<th>1 Form W-2c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>1 Form W-2c</td>
</tr>
<tr>
<td>Total wages</td>
<td>$22,00</td>
</tr>
<tr>
<td>Social security</td>
<td>$0.00</td>
</tr>
<tr>
<td>Medicare wages</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal income tax withheld</td>
<td>$1.00</td>
</tr>
<tr>
<td>Social security tax withheld</td>
<td>$0.00</td>
</tr>
<tr>
<td>Medicare tax withheld</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

What You Should Do Next

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

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

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report correction to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 8411. Contact the IRS for more information.

Have a question? Call 1-800-772-4670 Mon - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.
**Confirmation Receipt - Your W-2c/W-3c File Was Received**

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

This Wage File Identifier (WFI) is your confirmation number: **81B02W**

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

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

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

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**Your Receipt**

<table>
<thead>
<tr>
<th>Employer: TEST</th>
<th>Employer BN: 41-4111112</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax year: 2020</td>
<td>Page type: 941 - Regular</td>
</tr>
<tr>
<td>Received on: 09/17/2020 11:15 AM Eastern Time</td>
<td>Form type: W-2c</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Received: 1 Form W-2c</th>
<th>Total wages: $22.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social security wages: $0.00</td>
<td>Social security tax withheld: $0.00</td>
</tr>
<tr>
<td>Medicare wages and tips: $0.00</td>
<td>Medicare tax withheld: $0.00</td>
</tr>
</tbody>
</table>

---

**What You Should Do Next**

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

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

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**What to Expect**

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.

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Have a question? Call 1-800-772-6778 Mon.-Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TTY/TDD call 1-800-325-0778.

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**STEP 16:** On the pop-up window:
Select the OK button to print the “Confirmation Receipt - Your File Was Received” page.
Select the Cancel button to close the pop-up window.

**STEP 17:** On the Confirmation Receipt – Your File Was Received page:

- Select the **Print this Page** button to print the “Confirmation Receipt – Your File Was Received” page.
- Select the **Go to Save Official PDF** button to go to the “Save PDF” page.

  *Your wage file will be available for you to review under your BSO account until the date displayed on your “Save PDF” page.*
**STEP 18:** On the Save PDF page:

- Right click the file name (<filename.pdf>) to view or save the submitted report.
- Select the **Start a New Report Correction** button to return to the “Before You Create Your Form(s) W-2c/W-3c” page.
- Select the **View Unsubmitted Reports** button to go to the “Unsubmitted Reports” page.
- Select the **EWR Home** button to go to the EWR home page.
Step-By-Step Instructions for Download Submitted Reports

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

2. Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:
   - Select **Save Target As** to download the file onto your computer.
   - Select **Open in New Window** to view the file.
   
   *Note:* Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at [adobe](https://www.adobe.com) website.

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

   - Select the **Quit** button to return to the EWR home page.
   - Select the **Start a New Report Correction** button to proceed to the “Before You Create Your Form(s) W-2c/W-3c” page.
Appendix: Other Pages

1. **Are You Sure You Want to Delete This W-2c Page**: If a user selects **Delete This W-2c** button on the “Enter W-2c Information” page, or the **Delete** link on the “W-2c List for this Submission” page, the system shall display the “Are you sure you want to delete this W-2c” Page.

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

3. **Are You Sure You Want to Save and Exit W-2c Online Without Submitting Your Annual Wage Report to SSA? Page**: If a user selects the **Save and Quit** button on the “W-2c List for this Submission (ABC Limited)” page, “W-3c Preview for this Submission” page, “Print Unsubmitted Form(s) W-2c/W-3c for Review” page or on the “Sign and Submit” page, the system shall display the “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?” page.
4. **Are You Sure You Want to Delete the Unsubmitted Report Page**: If a user selects **Delete** button on the “Unsubmitted Reports” page, the system shall display the “Are you sure you want to delete the Unsubmitted Report” page.