

PROCEDURE FOR SENDING FORMS W-2 TO SOCIAL SECURITY VIA THE INTERNET

Once you have installed the Treasury Department program in your computer, and have your employees' W-2 forms completed, you should follow these steps:

- Utilidades (Utilities)
- Transferencia Electrónica (Wire Transfer)
- 499R-2/W-2PR Comprobante de Retención (Withholding Statement)
- Choose ***Disco*** (Disc)
- You will be asked the following question: **¿Estás seguro que desea crear el medio magnético?** (Are you sure you want to create the magnetic media?) You should reply **"Yes."**
- The program will ask you where to save the file. Please choose **"Local Disk (C:)"** and then **"Make a New Folder."** You write the file's name and click **OK**
- A message will appear stating the creation of the file. You should then click **OK**

The file has already been created in your computer. You should now have access to the Social Security website in order to proceed with the transmission of the W-2 forms.

Please follow these steps:

- Electronically File Your W-2s.
- Login.
- I accept.
- Write your User ID & Password.
- Submit/Resubmit a W-2 Wage File.
- I accept.
- You should already have AccuWage or AccuW2C program installed in your computer.

- Click “**Continue**” on the lower right-hand corner of the screen if you want to continue; or **Quit without sending**, if you want to quit the program without transmitting
- To continue, you need to choose from three options the one which best describes your file. Then click “**Continue**” again
- Please choose from the “**Browse**” window the file you saved earlier on your computer. This is the file that will be transmitted to the Social Security after you click “**Submit.**”
- You will get a confirmation of the transfer which should be printed for your records
- In order to send another file, click on **Submit Another File**. If finished, you may now exit the page.

If you continue to experience problems with your submission, please call us at 1-888-772-2970.