

Reminders and Changes for Tax Year 2016 Reporting

New Due Date for Filing Wage Reports with SSA

- The **new due date** for filing 2016 Forms W-2, W-2AS, W-2CM, W-2GU, W-2VI, W-3 and W-3SS with the Social Security Administration (SSA) is now **January 31, 2017**, whether filing electronically or using paper forms.

BSO Registration

- To prepare for the filing season, we strongly suggest you log-on to Business Services Online (BSO) in mid-November and verify you can access your account. If it has been over 90 days since you last accessed your account, you will be required to change your password. To do so, select the "**Forgot your password**" link and follow the prompts. Refer to the [Business Services Online User Reminders Page](#) for additional information.

Opening of Filing Season

- SSA's Business Services Online (BSO) will open the tax year 2016 W-2/W-2c filing season on 12/12/2016. All electronic wage-reporting services will be available including Wage File Upload, W-2 Online, W-2c Online, Social Security Number Verification Service (SSNVS), and the Special Wage Payment (SWP) utility.
- Files submitted in early December will begin processing in mid-December.
- Be sure to check **and** follow the status of your submission to determine if the wage file processed. Refer to the [Electronic W-2/W-2C Filing Handbook](#) for the full list of submission statuses.
- W-2/W-2C Online allows you to prepare your W-2s (50 per submission) and W-2Cs (25 per submission) online and print copies on plain paper

AccuWage

- AccuWage is a free service offered by SSA that allows you to check the accuracy of wage reports prior to submitting them to SSA. Specifically, it checks the wage report to ensure it complies with the Electronic Format W2 (EFW2) and Electronic Format W2C (EFW2C) specifications.
- We strongly encourage you to use AccuWage to test your wage files before you submit them to SSA.
- The link to AccuWage is located at www.ssa.gov/employer under **W-2 Filing Assistance**. You can select the NEW Online version or access the downloadable version.
- Please refer to the "**Online Error Reference Material**" and "**File-Edit Tips for W-2**" documents available on the Business Services Online (BSO) website for additional information on correcting wage reporting error conditions. Links to these documents are located at www.ssa.gov/employer (*Employer W-2 Filing Instructions & Information Page*) in the **Important Information** section.