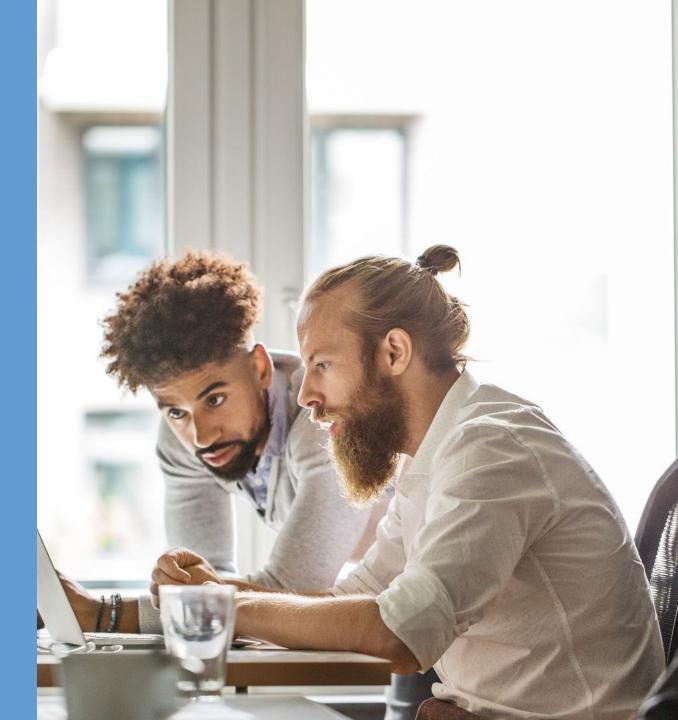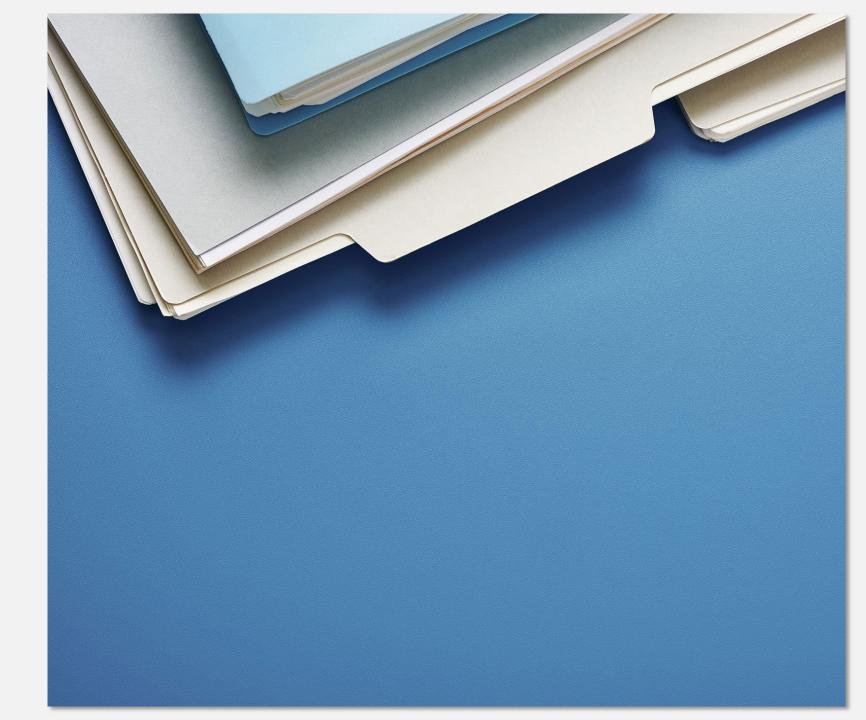SOCIAL SECURITY ADMINISTRATION
USA

Electronic Filing With Business Services Online Webinar

Today's Topic

Electronic Filing Using:

- Wage File Upload
- W-2 Online

Benefits Of Filing Electronically

- W-2s are processed faster.

- Free and secure.

- Instant confirmation of receipt.

- Immediate error notification.

Note: January 31, is the filing deadline for *both* electronic and paper W-2 forms.

3 Ways To File Electronically

1. <u>Wage File Upload</u> – Upload EFW2/EFW2C formatted wage files.

2. <u>W-2 Online</u> – Create, save, resume, print, and submit up to 50 Forms W-2 per report.

   <u>W-2c Online</u> – Create, save, resume, print, and submit up to 25 Forms W-2c per report.

3. You also have the option to use a 3rd party to submit W-2 forms electronically on your behalf.

BSO Application Availability
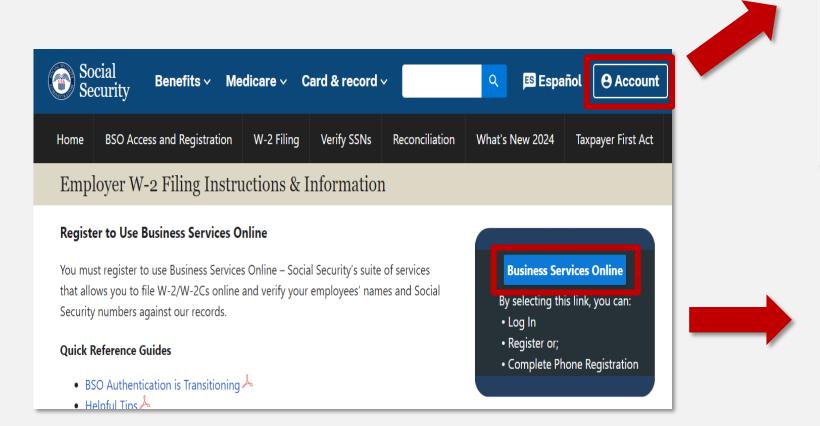
Business Services Online (BSO)

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

Where to Begin

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 🔴 **LOGIN.GOV**

Sign in with ID.me

⚠ **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

Social Security

Benefits ⌄   Medicare ⌄   Card & record ⌄   [ ]🔍   ES Español   👤 Account

Home | BSO Access and Registration | W-2 Filing | Verify SSNs | Reconciliation | What's New 2024 | Taxpayer First Act

Employer W-2 Filing Instructions & Information

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.

Quick Reference Guides

- BSO Authentication is Transitioning 📄
- Helpful Tips 📄

Business Services Online

By selecting this link, you can:
- Log In
- Register or;
- Complete Phone Registration

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

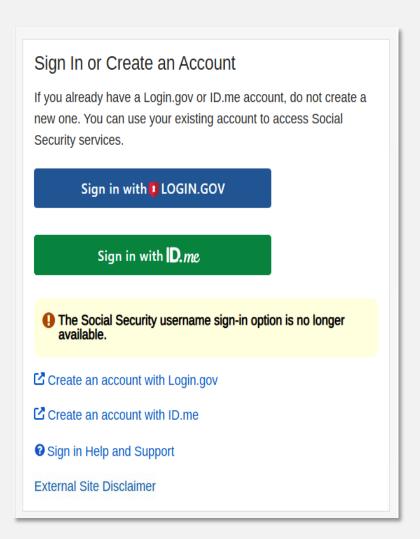Employer W-2 Filing Instructions & Information

BSO Homepage

Sign In Options

- You do not need to create a new ID.me or Login.gov credential specifically for Social Security.

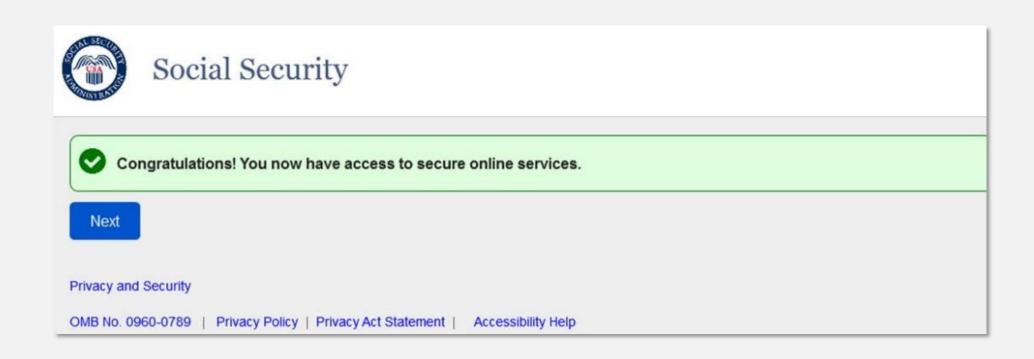- If you do not have a Login.gov or ID.me credential, you will need to create one.

- Personal information is required for both business and personal accounts.

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 🛡 LOGIN.GOV

Sign in with ID.me

⚠ 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

Helpful Tips

- Navigate through the screens carefully.

- Upload clear pictures of your driver's license.

- Use your full legal name.

- Check for browser updates and clear cache and cookies.

- It can take up to 2 weeks to complete the registration process.

Success! You now have access to secure online services.

General Terms of Service

Social Security

General 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]
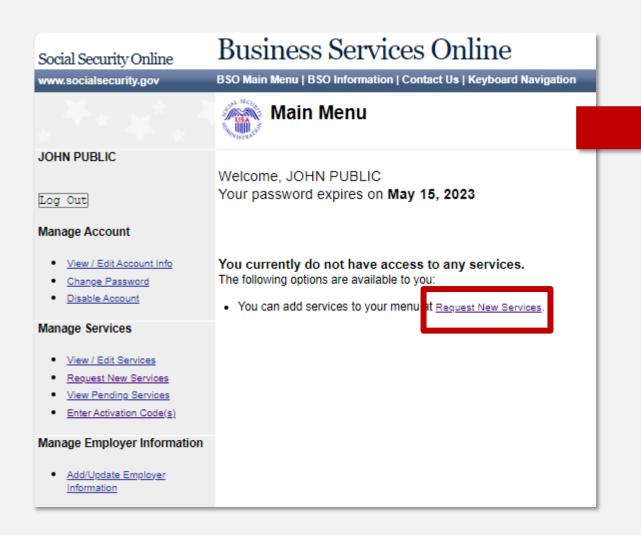
General Terms of Service

- Displayed after account creation or signing in with your credential.

- Acknowledge that you have read, understood, and agree each time you sign in.

- Select the check box, 'I agree to the terms of service' to continue.

- If you do not agree, you will not be able to access our online services.

Requesting Wage Reporting Services

Enter Activation Code(s) - Confirmation

- Activation code will be mailed via USPS to the employer address on file with IRS and may take up to 2 weeks.

- The activated service will be listed on the Confirmation screen.

BSO Access and Registration Resources

BSO Registration and Authentication Video

Registration and Access to Services Handbook

Business Service Online Tutorial Links

Employer W-2 Filing Instructions & Information

Business Services Online

Here's What BSO Can Do For You

BSO Electronic Filing Applications

Wage File Upload

Wage File Upload Reminders

Large file submission capabilities.

Results in less than 1 minute.

Receive Wage File Identifier (WFID) for tracking purposes.

Zipping your file can reduce transmission time up to 80%.

BSO Main Menu

Business Services Online

Main Menu

HELP

JOHN PUBLIC

Logout

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

Welcome, JOHN PUBLIC

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

Social Security Number Verification Service
Request online SSN verification, or
Submit files for SSN verification

Accessing Wage File Upload: Step1

Reporting Wages to Social Security

| Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online |

Warning This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

Submit a Formatted Wage File
- Upload your wages in an EFW2/EFW2C formatted file and receive results within minutes.
- The required file format is described in the 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

Submit a Special Wage Payments File
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

Select 'Upload Formatted Wage File' tab.

Accessing Wage File Upload: Step 2

Select 'Submit a Formatted Wage File' link.

Social Security Online | **Business Services Online**

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

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

| Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online |

Warning This tab is **not** for submitting Forms W-2(c)/W-3(c) created using the other tabs.

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- You will need the WFID from your original filing, which can be found on your Resubmission Notice

Submit a Special Wage Payments File
You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

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

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.

Select the Appropriate Option

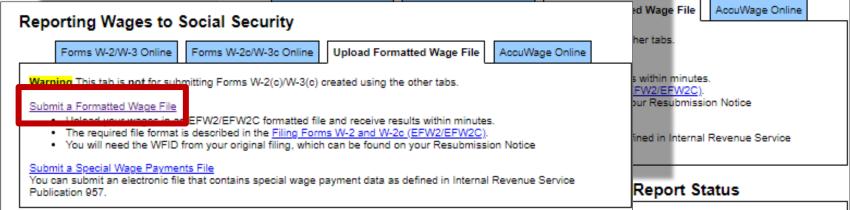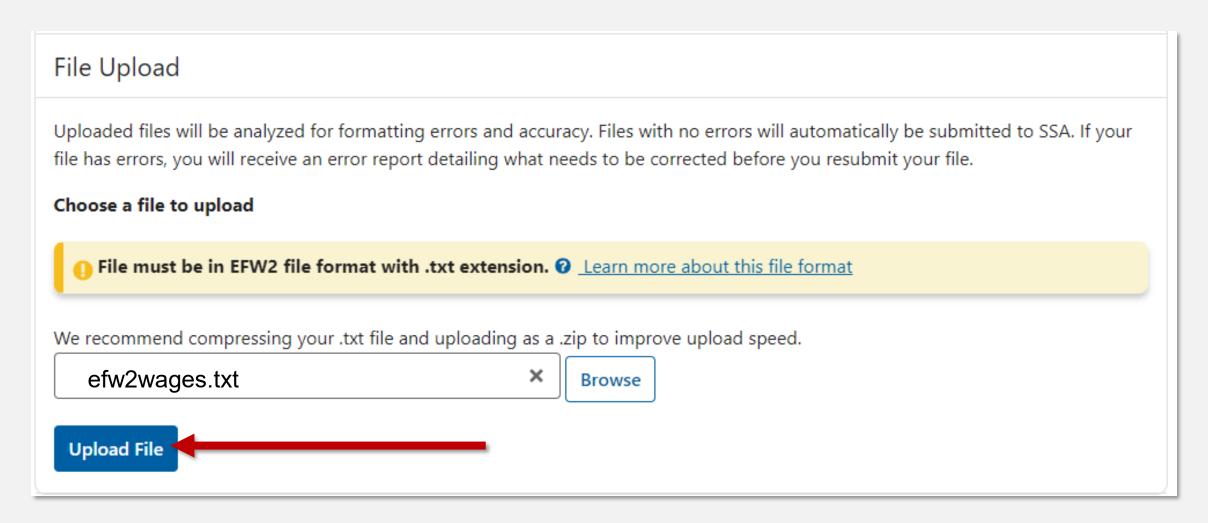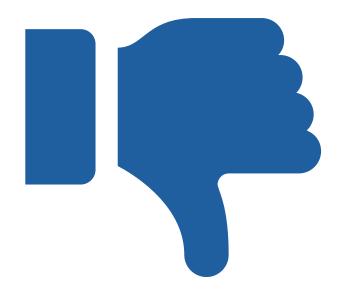## What's in the File?

Which of the following is the best description of the wage report(s) in your file?

- ⦿ W-2/W-3 forms for Tax Year 2024 or previous tax year (EFW2)

- ○ W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)

- ○ Response to a Resubmission Notice

Select 'Browse', Then Choose A File To Upload

File Upload

Uploaded files will be analyzed for formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your file has errors, you will receive an error report detailing what needs to be corrected before you resubmit your file.

Choose a file to upload

⚠️ **File must be in EFW2 file format with .txt extension.** ❓ <u>Learn more about this file format</u>

We recommend compressing your .txt file and uploading as a .zip to improve upload speed.

[✕] [Browse]

Select 'Upload File'

File Upload

Uploaded files will be analyzed for formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your file has errors, you will receive an error report detailing what needs to be corrected before you resubmit your file.

Choose a file to upload

⚠ **File must be in EFW2 file format with .txt extension.** ❓ Learn more about this file format

We recommend compressing your .txt file and uploading as a .zip to improve upload speed.

efw2wages.txt ✕ | Browse |

| Upload File |

What happens if your submission was unsuccessful?

Submission Failure

When the uploaded file fails the preliminary checks, it will **not** be automatically submitted to SSA.

File Errors

Error Results

These tables have additional features. ❓ Learn more.

Summary of W-3 Forms with Errors

Showing **4** 🔍 ▯

	Employer Name	EIN	Tax Year	W-2 Total	# of Errors
☐	Employer 1	XX-XXXXXX	2023	15	3
☐	Employer 2	XX-XXXXXX	2023	15	1
☐	Employer 3	XX-XXXXXX	2023	2	7
☐	Employer 4	XX-XXXXXX	2023	15	1

Apply Filter

Error Results: Select which W-3 to view. Summary of all errors on each W-3.

Error Details

Showing **1-12** of **12** 🔍 ▯

	Line #	Error Type	Employer Name	EIN	Tax Year	Form	Last 4 SSN
⊖	5	Invalid Money Amount	Employer 1	XX-XXXXXX	2023	W-2	***-**-XXXX

Error Message: Social Security Wages must only contain numeric data. No negative amounts; right justify and zero fill.

Relevant Fields: Social Security Wages ($5703.39).
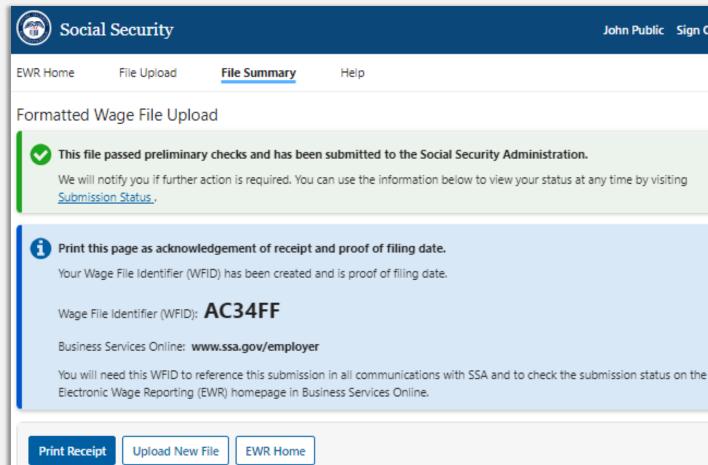
Error Details: Description of the error, where in the file it's located and the SSN.

Success!

We received your submission.

Print Receipt for your records.

When a file is successfully submitted, the Status displays 'Received'.

Social Security

John Public   Sign Out

EWR Home   File Upload   **File Summary**   Help

Formatted Wage File Upload

✓ This file passed preliminary checks and has been submitted to the Social Security Administration.

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 .

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

Your Wage File Identifier (WFID) has been created and is proof of filing date.

Wage File Identifier (WFID): **AC34FF**

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.

Print Receipt   Upload New File   EWR Home

File Summary

Status: **RECEIVED**   Uploaded on 01/20/2025 at 12:59:04 PM ET

Total Wages, Tips and Other Compensation Reported   **W-3 Forms Checked**   **File Name**
$135,006.90   1   EFW2_File001_Success.txt

W-2 Forms Checked   **File Size**
30   17.07 KB

Feedback

Wage File Upload Resources

Employer W-2 filing Instructions & Information

Specifications for Filing Forms W-2 and W-2c

Wage File Upload Tutorial

W-2/W-3 Online

W-2 Online

- No special software required.
- Create/save up to 50 W-2s per submission.
- Create W-2s for up to three prior years.
- Print employee copies.
- No need to send paper.

Avoid Common Errors When Using W-2 Online

Use decimal points and cents for entries.

Do not use dollar signs in money-amount boxes.

Do not check the "Retirement plan" in box 13 unless-it applies.

Correctly format employee's name in box E.

Carefully enter the EIN or the employee's SSN.

Do not send paper copies of Forms W-2/W-3 when you file electronically.

Adobe Acrobat is Required to Use W-2 Online.

Acrobat Reader

BSO Main Menu: Reporting Wages

Business Services Online

Social Security Online

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu

HELP

JOHN PUBLIC

Logout

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

Welcome, JOHN PUBLIC

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

Social Security Number Verification Service
Request online SSN verification, or
Submit files for SSN verification

Accessing W-2/W-3 Online

Select the 'Forms W-2/W-3 Online' tab.

Accessing W-2/W-3 Online

Then, select the 'Create/Resume Forms W-2/W-3 Online' link.

Unsubmitted Reports

If you have started reports previously, they will be listed here.

Before You Create Your Form(s) W-2/W-3

Select the following:
- Tax year
- Whom you are filing for
- EIN
- Type of form
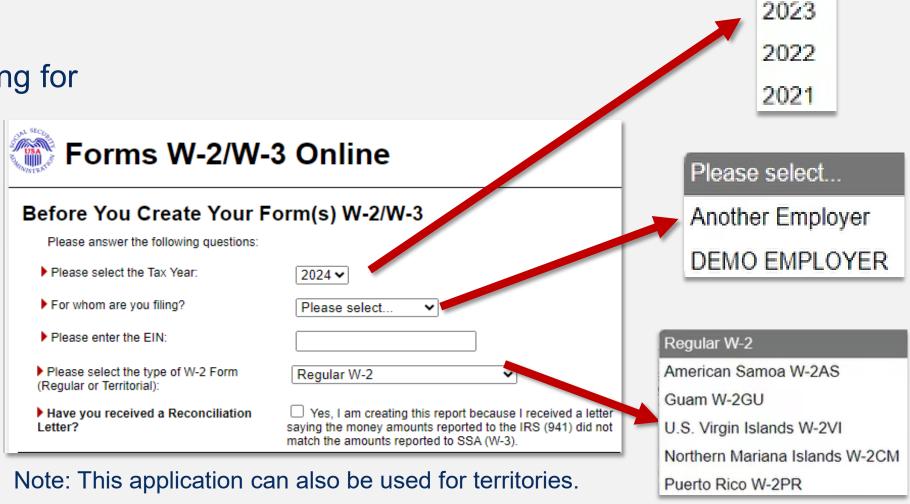
Check the box if you received a reconciliation letter.

2024
2023
2022
2021

Forms W-2/W-3 Online

Before You Create Your Form(s) W-2/W-3

Please answer the following questions:

▶ Please select the Tax Year: 2024 ▾

▶ For whom are you filing? Please select... ▾

▶ Please enter the EIN: [   ]

▶ Please select the type of W-2 Form (Regular or Territorial): Regular W-2 ▾

▶ Have you received a Reconciliation Letter? ☐ Yes, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

Note: This application can also be used for territories.

Please select...
Another Employer
DEMO EMPLOYER

Regular W-2
American Samoa W-2AS
Guam W-2GU
U.S. Virgin Islands W-2VI
Northern Mariana Islands W-2CM
Puerto Rico W-2PR

Before You Create Your Form(s) W-2/W-3

Don't forget to 'Check for Exceptions'.

W-2 Online Restrictions

Forms W-2/W-3 Online

W-2 Online Restrictions

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.
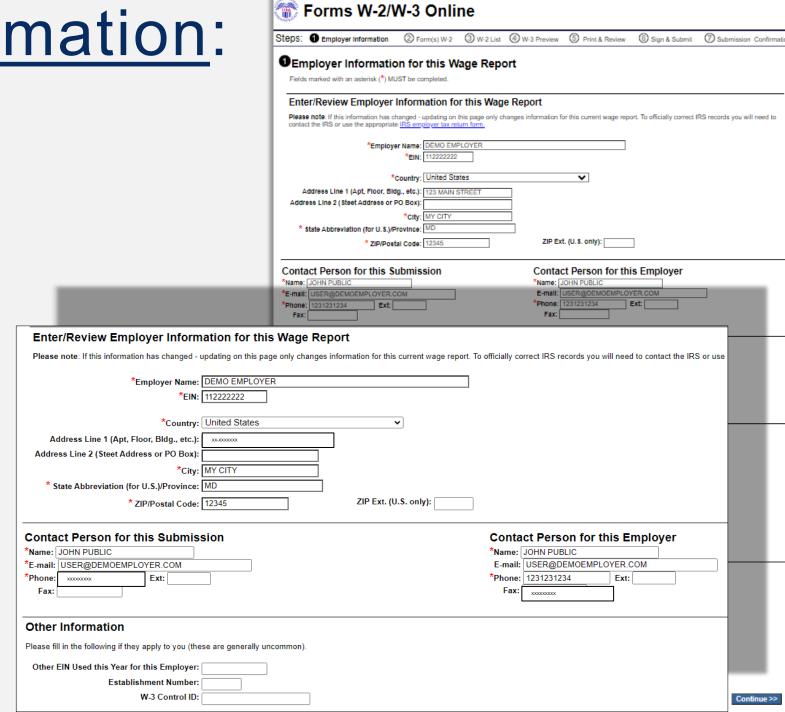
You may use the File Upload application if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of vendors who provide products and services which may enable you to file Forms W-2 electronically.

EWR Home Page

Employer Information: Part 1

Enter or review the:

- Employer Information

- Submission and Employer Contact Person

- Other Information

Forms W-2/W-3 Online

Steps: ❶ Employer Information   ② Form(s) W-2   ③ W-2 List   ④ W-3 Preview   ⑤ Print & Review   ⑥ Sign & Submit   ⑦ Submission Confirmation

❶ Employer Information for this Wage Report

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate IRS employer tax return form.

*Employer Name:	DEMO EMPLOYER
*EIN:	112222222
*Country:	United States
Address Line 1 (Apt, Floor, Bldg., etc.):	123 MAIN STREET
Address Line 2 (Steet Address or PO Box):	
*City:	MY CITY
* State Abbreviation (for U.S.)/Province:	MD
* ZIP/Postal Code:	12345	ZIP Ext. (U.S. only):

Contact Person for this Submission
*Name: JOHN PUBLIC
*E-mail: USER@DEMOEMPLOYER.COM
*Phone: 1231231234   Ext:
Fax:

Contact Person for this Employer
*Name: JOHN PUBLIC
E-mail: USER@DEMOEMPLOYER.COM
*Phone: 1231231234   Ext:
Fax:

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use

*Employer Name:	DEMO EMPLOYER
*EIN:	112222222
*Country:	United States
Address Line 1 (Apt, Floor, Bldg., etc.):	xx-xxxxxxx
Address Line 2 (Steet Address or PO Box):	
*City:	MY CITY
* State Abbreviation (for U.S.)/Province:	MD
* ZIP/Postal Code:	12345	ZIP Ext. (U.S. only):

Contact Person for this Submission
*Name: JOHN PUBLIC
*E-mail: USER@DEMOEMPLOYER.COM
*Phone: xxxxxxxxx   Ext:
Fax:

Contact Person for this Employer
*Name: JOHN PUBLIC
E-mail: USER@DEMOEMPLOYER.COM
*Phone: 1231231234   Ext:
Fax: xxxxxxxxx

Other Information

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

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

Continue >>

Employer Information: Part 2

Next, choose the:

'Kind of Payer' and
'Kind of Employer'.

Forms W-2/W-3 Online

Steps: ❶ Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmati

❶Employer Information for this Wage Report

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate IRS employer tax return form.

*Employer Name:	DEMO EMPLOYER
*EIN:	112222222
*Country:	United States
Address Line 1 (Apt, Floor, Bldg., etc.):	123 MAIN STREET
Address Line 2 (Steet Address or PO Box):	
*City:	MY CITY
* State Abbreviation (for U.S.)/Province:	MD
* ZIP/Postal Code:	12345

ZIP Ext. (U. S. only):

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

*Kind of Payer:

⚠ Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

- ● 941 (Regular)
- ○ Household Employer
- ○ 943 (Agriculture)
- ○ 944 (Regular)
- ○ CT-1 (Railroad)
- ○ Medicare Government Employer (For Government Employers only)
- ○ Military

Kind of Employer

Select the Kind of Employer that best describes your situation.

- ○ 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

☐ Third-party Sick Pay

Continue >>

Employer Information

Select a WFID to prefill employee contact information, select the Continue button to proceed.

Form(s) W-2

These are the W-2s available for WFID.

Select W-2s to be prefilled and then select the Continue button.

Electronic Wage Reporting (EWR)

Forms W-2/W-3 Online

Steps: ① Employer Information ❷ Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

❷ Enter W-2 Information

You are currently working on W-2 number: 1 of 50.

Fields marked with an asterisk (*) MUST be completed.

a * Employee's social security number `123` - `00` - _____	For official use only OMB No. 1545-0008	
b Employer identification number	1 Wages, tips, other compensation $ `1,234.00`	2 Federal income tax withheld $ `345.00`
c Employer's name, address, and ZIP code **ANY COMPANY LLC** **123 MAIN STREET** **MY CITY, MD 21207**	3 Social security wages $	4 Social security tax withheld $
	5 Medicare wages and tips $	6 Medicare tax withheld $
	7 Social security tips $	8 Allocated tips $
d Control number _____	9 Not Applicable	10 Dependent care benefits $
e Employee's first name, middle initial, last name and suffix * First: `JOHN` Middle: _____ * Last: `PUBLIC` Suffix: _____	11 Nonqualified plans Section 457 distributions or contributions $ _____ Not section 457 distributions or contributions $ _____	12a Code: [▼] $ _____
f Employee's address * Country: `United States` [▼] Address line 1: `1 MAIN STREET` Address line 2: _____ * City: `MY CITY` U.S. address or a foreign address	13 ☐ Statutory employee ☐ Retirement plan ☐ Third-party sick pay	12b Code: [▼] $ _____
* State/Province: `MD` * ZIP/Postal code: `21207` ZIP Ext. (U.S.only): _____	14 Other Description(1): _____ Amount(1): $ _____	12c Code: [▼] $ _____
	Description(2): _____ Amount(2): $ _____	12d Code: [▼] $ _____
	Description(3): _____ Amount(3): $ _____	

15 Employer's State ID number _____	16 State wages, tips, etc. $ `200.00` $	17 State income tax $ `1,000.00` $	18 Local wages, tips, etc. $ `100.00` $	19 Local income tax $ `500.00` $	20 Locality name `MY CITY`

[Cancel Changes] [Delete this W-2]   [Save and Create a New W-2 >>] [Save and Go to Next W-2 >>] [Save and Go to W-2 List >>]

Enter W-2 Information

If not prefilled, enter the required employee information indicated in the red asterisks.

Ensure that the appropriate money amounts are completed.
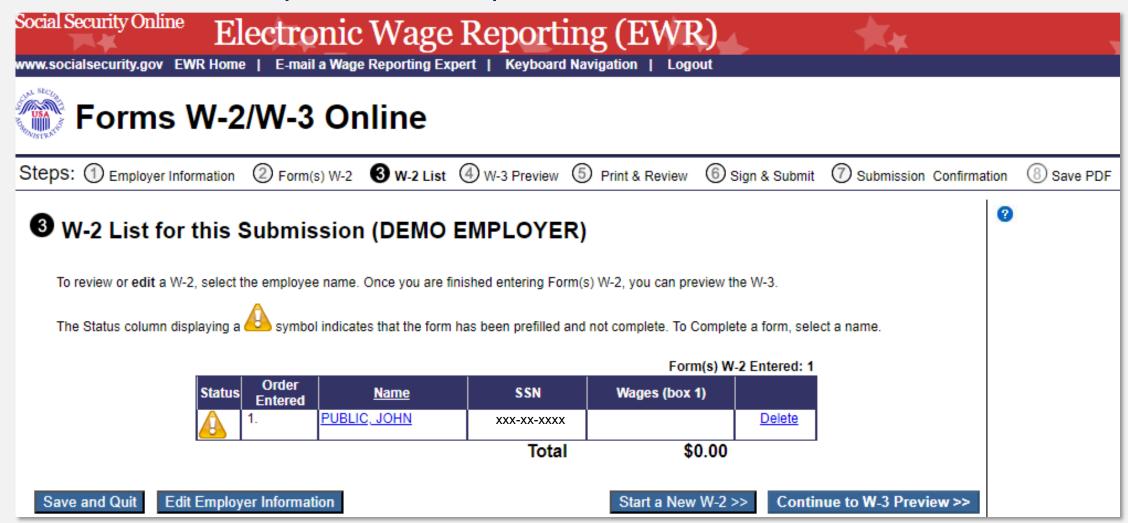
General Instructions for Forms W-2 and W-3 (2024) Internal Revenue Service

W-2 List For This Submission

The status column symbol ⚠ indicates the form has been prefilled but not completed. To complete the form, select a name.

Once the W-2 Form is completed, the Status column will display ✅ symbol.

Forms W-2/W-3 Online

Steps:
① Employer Information   ② Form(s) W-2   ❸ W-2 List   ④ W-3 Preview   ⑤ Print & Review   ⑥ Sign & Submit   ⑦ Submission Confirmation

❸ W-2 List for this Submission (DEMO EMPLOYER)

To review or **edit** a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on 12-23-2023.   Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
✅	1.	PUBLIC, JOHN	xxx-xx-xxxx	$1,234.00	Delete
			Total	**$1,234.00**	

Save and Quit   Edit Employer Information   Start a New W-2 >>   Continue to W-3 Preview >>

W-3 Preview For Submission

- The W-3 is created.

- Place a check mark next to 'I Agree'.

- Select if you want the SSNs to be truncated.

- Select the 'Continue' button to display the 'Print Unsubmitted Form(s) W-2/W-3 for Review' page.

Print & Review

Select the 'Print Unsubmitted W-2/W-3' link in the box to view or print your forms for employees.

Select the 'Continue' button, if you're ready to sign and submit.

Sign and Submit
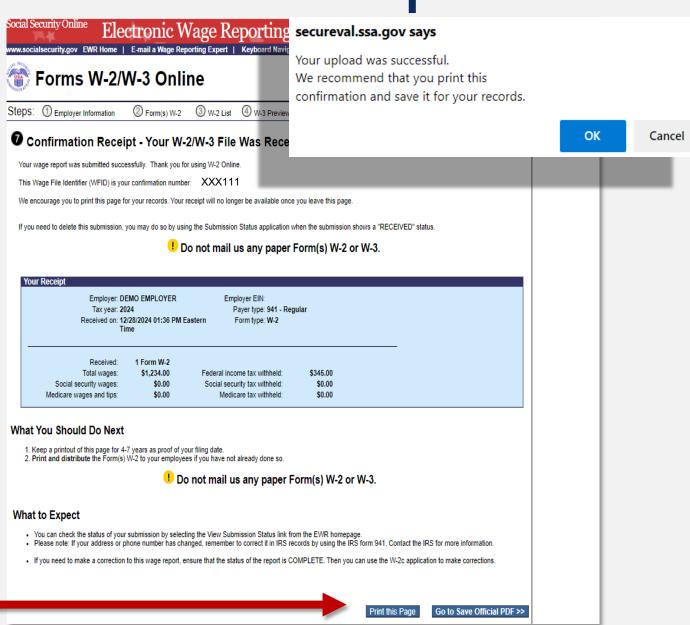
Read the under penalty of perjury statement. If you agree, check the box to attest to the accuracy of the wage report. Then select submit this wage report.

Confirmation Receipt

User will receive a pop-up message if the upload is successful.
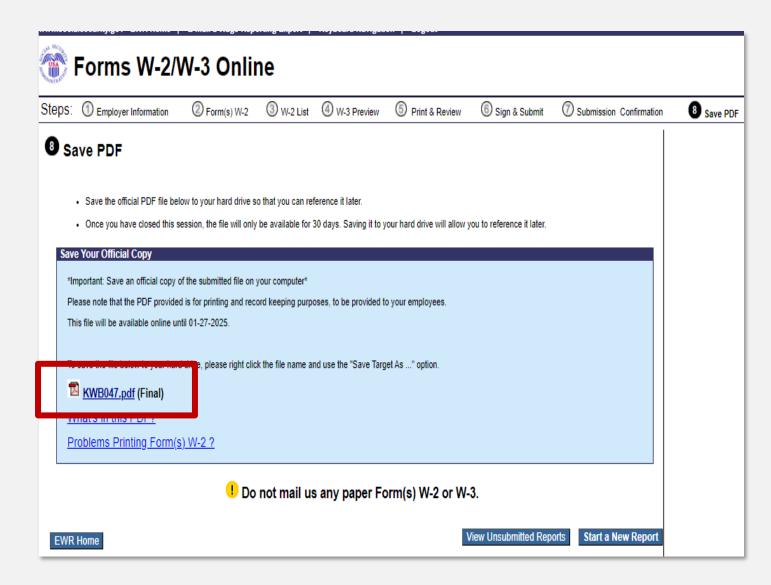
Print or save for your records.

Save PDF

To save the file, select file name. The PDF will open in a new window. Save the PDF to your computer.

W-2 Online Resources

Business Services
Online tutorial

W-2 Online Tutorial

Electronic W-2/W-2c
Filing Handbook

W-2c/W-3c Online

W-2c/W-3c Online Tips

Can be used for territories.
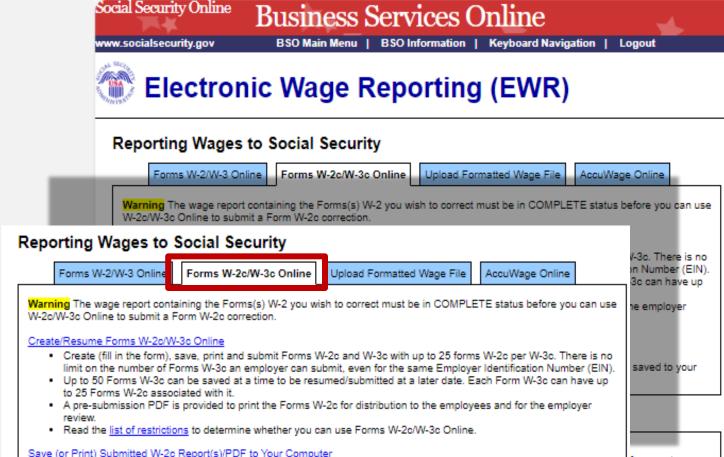
Don't submit a W-2c if you make changes to boxes 15-20.

Adobe Acrobat is required.

Provide a copy to your employee.

Accessing W-2c/W-3c Online

Select the 'Forms W-2c/W-3c tab'.

W-2c/W-3c Online Tutorial

Accessing
W-2c/W-3c Online

Select the
'Create/Resume Forms
W-2c/W-3c Online' link.

W-2c/W-3c Online Tutorial

Unsubmitted Reports

If you have started reports previously, they will be listed here.

Forms W-2c/W-3c Online

Unsubmitted Reports

You have 1 saved report that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

*Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

*Note: You can not submit reports marked in red afte 04/15/2025 due to the statute of limitations for report corrections. However, you may view and update them.

	Employer Name	EIN	# of Form(s) W-2c	Save Date ▲	Purge Date	Tax Year
Edit Delete	ANY COMPANY LLC	xx-xxxxxxx	1	09/22/2024	01/20/2025	2024
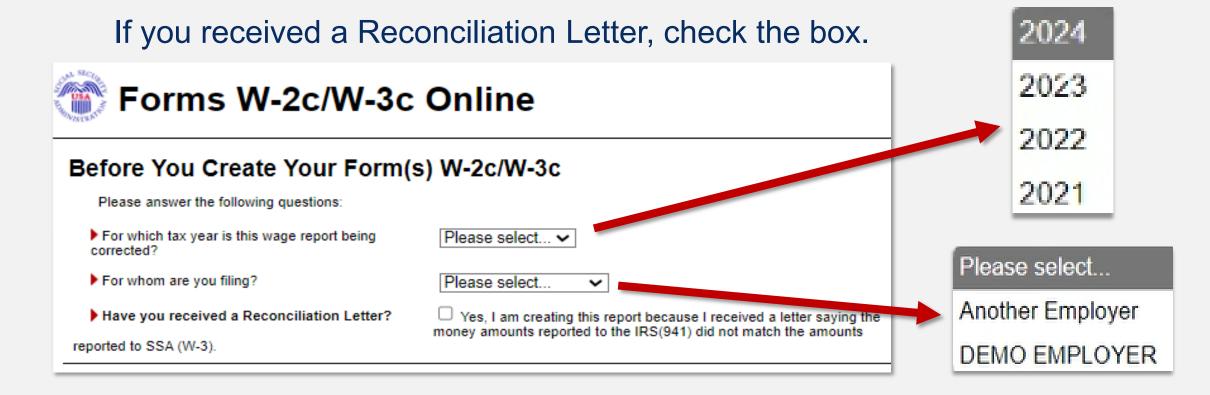
Cancel   Start a New Report Correction

Before You Create Your Form(s) W-2c/W-3c

Select the following:
- Tax year
- For whom are you filing?
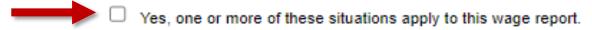
If you received a Reconciliation Letter, check the box.

Check for Exceptions
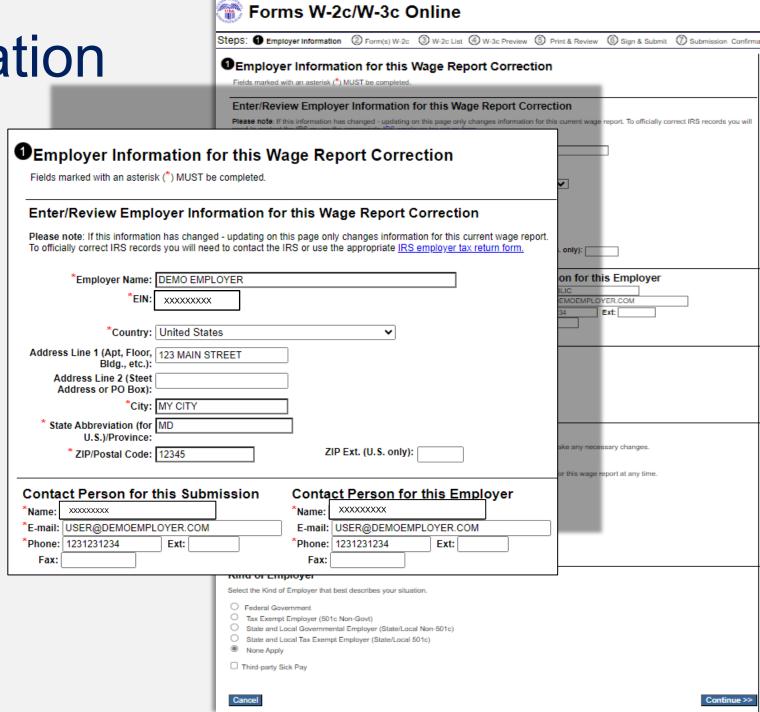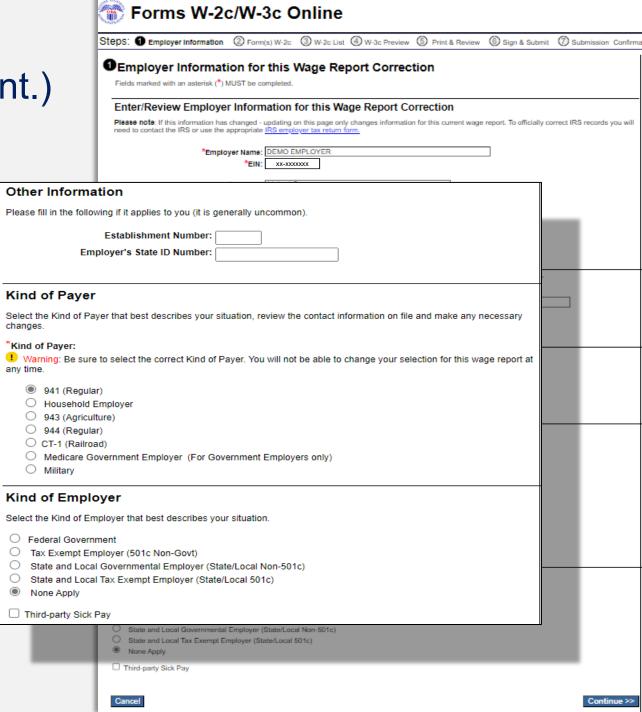
Employer Information

Enter/Review the:

- Employer Information

- Contact Person for this Submission

- Contact Person for this Employer

Employer Information (cont.)

Enter/review the:

- Other Information

- Select Kind of Payer

- Select Kind of Employer

Enter W-2c Information

- Enter the employee's SSN, name and address.

- Employee name must match the name on the previous Form W-2.

Note: You can enter a maximum of 25 W-2c Forms.

Enter W-2c Information

- A name, SSN, or money correction is required to create a W-2c.
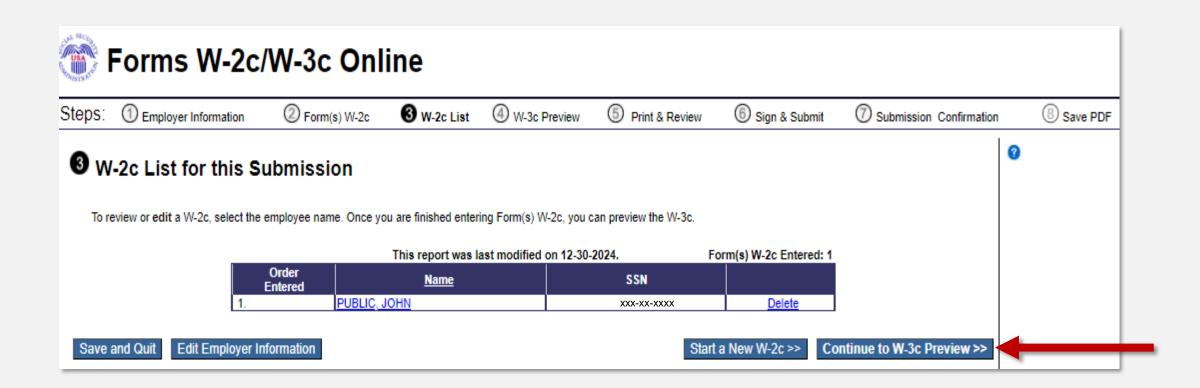
- If only correcting only a name and SSN, you must correct the most recent year.

- Do not submit a W-2c to SSA if you're only making changes to boxes 15-20.
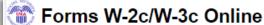
W-2c List

To view and edit the W-2c, select employee name.

W-3c Preview For Submission

- The W-3c Preview is created for you.

- You must select if you want to fully display SSNs or truncate them.

- Select the 'Continue' button to display the 'Print Unsubmitted Form(s) W-2c/W-3c for Review' page.

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ❹ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

❹ W-3c Preview for this Submission

Ensure that the information on your Form(s) W-2c 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-2c List and select the W-2c you need to edit.

a Tax year/Form corrected 2021/ W-2		For official use only OMB No. 1545-0008	
b Employer's name, address, and ZIP code DEMO EMPLOYER 123 MAIN STREET MY CITY, MD 12345		c Kind of payer 941 - Regular	Kind of employer None Apply
d Number of forms W-2c 1	e Employer's federal EIN XX-XXXXXXX	f Establishment number	g Employer's state ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect federal EIN Not applicable	i Incorrect establishment number Not applicable	j Incorrect state ID number Not applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation $120.00	1 Wages, tips, other compensation $100.00	2 Federal income tax withheld $0.00	2 Federal income tax withheld $0.00
3 Social security wages $0.00	3 Social security wages $0.00	4 Social security tax withheld $0.00	4 Social security tax withheld $0.00
5 Medicare wages and tips $0.00	5 Medicare wages and tips $0.00	6 Medicare tax withheld $0.00	6 Medicare tax withheld $0.00
7 Social security tips $0.00	7 Social security tips $0.00	8 Allocated tips $0.00	8 Allocated tips $0.00
9	9	10 Dependent care benefits $0.00	10 Dependent care benefits $0.00
11 Nonqualified plans $0.00	11 Nonqualified plans $0.00	12a Deferred compensation $0.00	12a Deferred compensation $0.00
14 Inc. Tax W/H by third-party sick pay payer $0.00	14 Inc. Tax W/H by third-party sick pay payer $0.00	12b	12b
16 State wages, tips, etc. $0.00	16 State wages, tips, etc. $0.00	17 State income tax $0.00	17 State income tax $0.00
18 Local wages, tips, etc. $0.00	18 Local wages, tips, etc. $0.00	19 Local income tax $0.00	19 Local income tax $0.00
Contact person JOHN PUBLIC		Telephone number Xxx-xxx-xxxx	
E-mail address USER@DEMOEMPLOYER.COM		Fax number	

* 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.

*Warning: When you select to truncate the SSN, it applies to ALL copies and once forms are submitted to SSA, you may NOT change your selection.

○ SSNs will be fully displayed (Format: Xxx-xx-xxxx)
○ SSNs will be truncated (Format: *****1234)

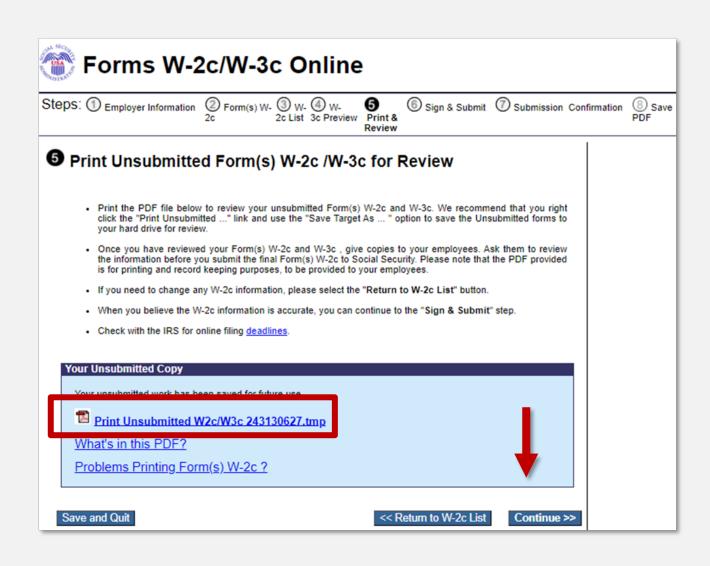Save and Quit   << Return to W-2c List   Continue >>
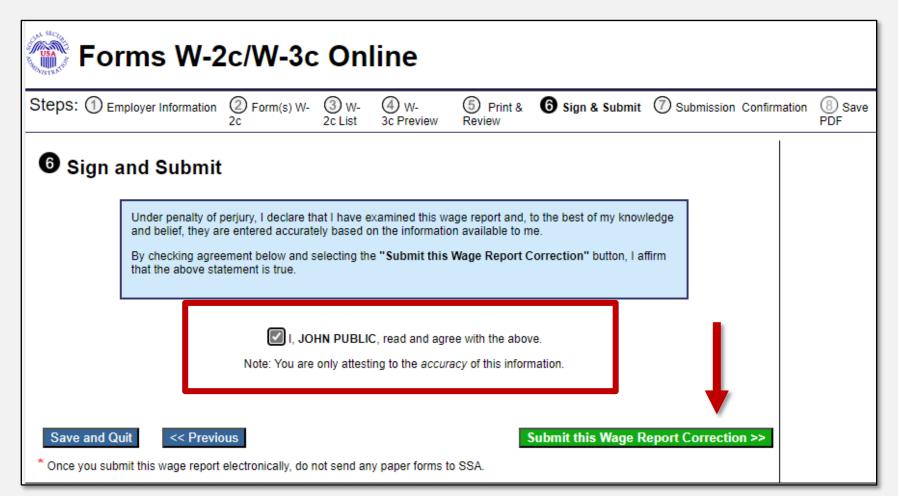
Print Unsubmitted Form(s)

Select the
'Print Unsubmitted W-2c/W-3c' link
to view or print your forms for
employees.

Select the 'Continue' button, when
you're ready to sign and submit.

Sign and Submit

Read the penalty of perjury statement. If you agree, check the box to attest to the accuracy of the report. Then select 'Submit this Wage Report Correction'.

Confirmation Receipt

User will receive a pop-up message if upload is successful.

Print or save for your records.

secureval.ssa.gov says

Your upload was successful.
We recommend that you print this confirmation and save it for your records.

[OK] [Cancel]

Forms W-2c/W-3c Online

Steps: ① Employer Information   ② Form(s) W-2c   ③ W-2c List   ④ W-3c Preview   ⑤ Print & Review

❼ Confirmation Receipt - Your W-2c/W-3c File Was Recei...

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

This Wage File Identifier (WFID) is your confirmation number: XXX000

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: **DEMO EMPLOYER**	Employer EIN:
Tax year: **2024**	Payer type: **941 - Regular**
Received on: **12/30/2024 01:08 PM Eastern Time**	Form type: **W-2c**

Received:	**1 Form W-2c**		
Total wages:	$100.00	Federal income tax withheld:	$0.00
Social security wages:	$0.00	Social security tax withheld:	$0.00
Medicare wages and tips:	$0.00	Medicare tax withheld:	$0.00

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.

- 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.
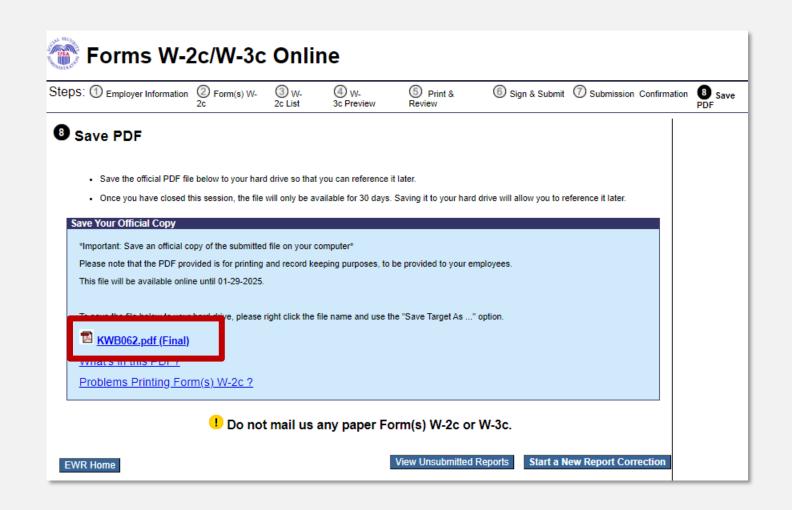
[Print this Page]   [Go to Save Official PDF >>]

Save PDF

To save the file, select the file name. PDF will open in a new window.

Save the PDF to your computer.

Social Security Number Verification Service (SSNVS)

BSO Main Menu

Social Security Number Verification Service

Verify the following:
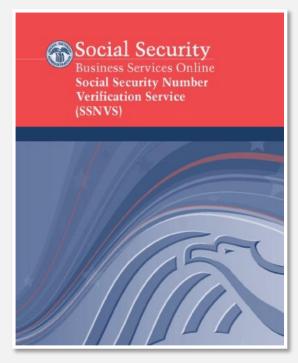
- Names

- Social Security Numbers (SSNs)

Social Security Number Verification Service

SSNVS Resources

- [Social Security Number Verification Service (SSNVS) Handbook](#)

- [The Social Security Number Verification Service](#)

AccuWage Online

AccuWage Online allows you to check your EFW2 and EFW2C formatted wage files for format correctness before submitting them to SSA.

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** |

AccuWage Online

AccuWage Online is a free internet application offered by the Social Security Administration that enables you to check EFW2 (W-2 Wage and Tax Statement) and EFW2C (W-2C Corrected Wage and Tax Statement) formatted wage files for format correctness before submitting them to SSA.

- EFW2-EFW2C Specifications
- AccuWage Online Help Guide
- AccuWage Online FAQ

Warning: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

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.

AccuWage Reminders

- Zip files for faster processing.

- Use plain text (.txt) or plain text zipped (.zip) format.

- Must use EFW2/EFW2C format.

- Max file size is 350MB before being zipped.

AccuWage Resources

www.ssa.gov/employer/accuwage/index.html

Or email us at: accuwage.help@ssa.gov
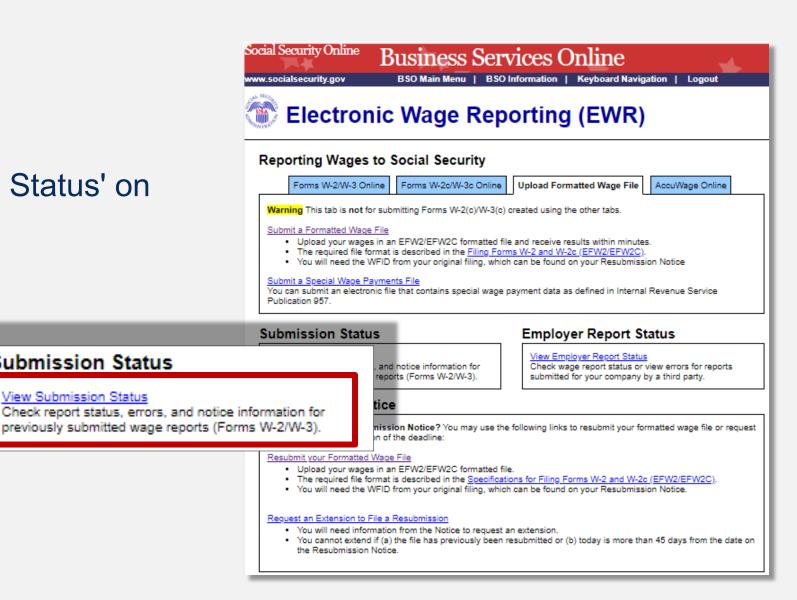
Submission Status

How to Check the Status of a Submission

- Log in to BSO.

- Select 'View Submission Status' on the EWR homepage.

Submission Search

Select 'Search by Date' tab or 'Search by WFID'. tab

How to View Submission Status

Select
'Submission Details'.
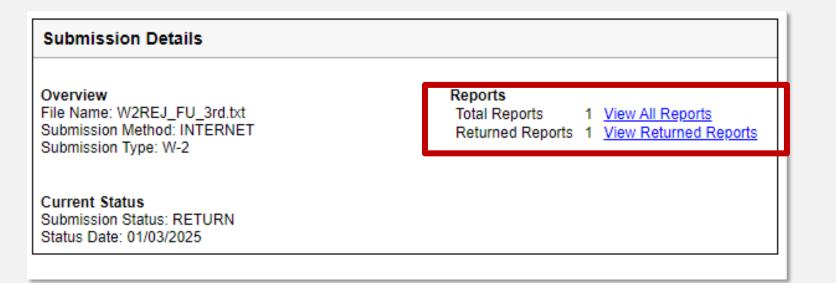
1 Search Results	**2** Submission	**3** Report	**4** Errors	**5** Error Details		

Submitter EIN:
Receipt Year: **2025**

New Search

Search Results

WFID	Version	Status	Receipt Date	Status Date	Details	Resubmission Notice
xxx111	01	RETURN	12/26/2024	01/03/2025	Submission Details	View Notice
xxx111	01	RECEIVED	12/31/2024	01/05/2025	Submission Details	
xxx111	01	IN PROCESS	01/07/2025	01/10/2025	Submission Details	
xxx111	01	DUPLICATE	01/08/2025	01/13/2025	Submission Details	
xxx111	01	RETURN	01/09/2025	01/12/2025	Submission Details	
xxx111	01	COMPLETE	01/09/2025	01/12/2025	Submission Details	

Back to Top

How to View Errors in Submission Status

Submission Details

Overview
File Name: W2REJ_FU_3rd.txt
Submission Method: INTERNET
Submission Type: W-2

Reports
Total Reports   1   View All Reports
Returned Reports   1   View Returned Reports

Current Status
Submission Status: RETURN
Status Date: 01/03/2025

You can select
'View All Reports' or
'View Returned Reports'.

Select
'# of Errors.'

Report#	Report EIN	Company Name	Status	Reported W-2s	# of Errors	View W-3
1		Any Company LLC	RETURN	0000008	1	W-3 Details

How to Delete Received Submissions

1 Search Results	**2** Submission	**3** Report	**4** Errors	**5** Error Details	

Submitter EIN:
Receipt Year: **2025**

New Search

Search Results

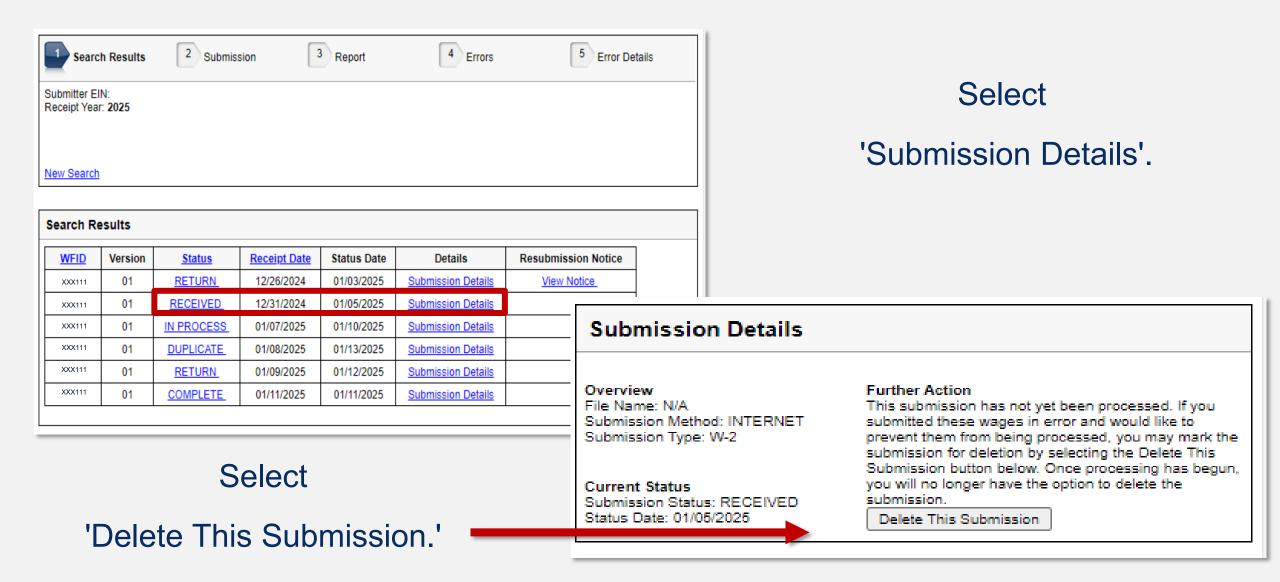| WFID	Version	Status	Receipt Date	Status Date	Details	Resubmission Notice
XXX111	01	RETURN	12/26/2024	01/03/2025	Submission Details	View Notice
XXX111	01	RECEIVED	12/31/2024	01/05/2025	Submission Details	
XXX111	01	IN PROCESS	01/07/2025	01/10/2025	Submission Details	
XXX111	01	DUPLICATE	01/08/2025	01/13/2025	Submission Details	
XXX111	01	RETURN	01/09/2025	01/12/2025	Submission Details	
XXX111	01	COMPLETE	01/11/2025	01/11/2025	Submission Details	

Select

'Submission Details'.

Submission Details

Overview
File Name: N/A
Submission Method: INTERNET
Submission Type: W-2

Current Status
Submission Status: RECEIVED
Status Date: 01/05/2025

Further Action
This submission has not yet been processed. If you submitted these wages in error and would like to prevent them from being processed, you may mark the submission for deletion by selecting the Delete This Submission button below. Once processing has begun, you will no longer have the option to delete the submission.

[Delete This Submission]

Select

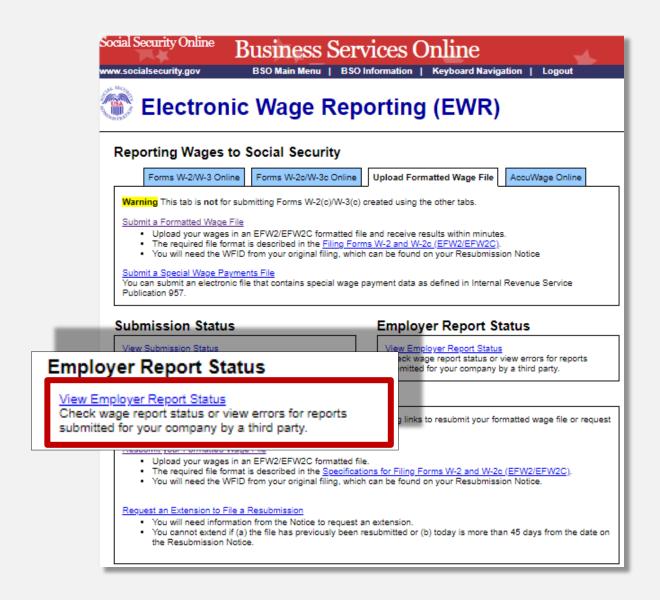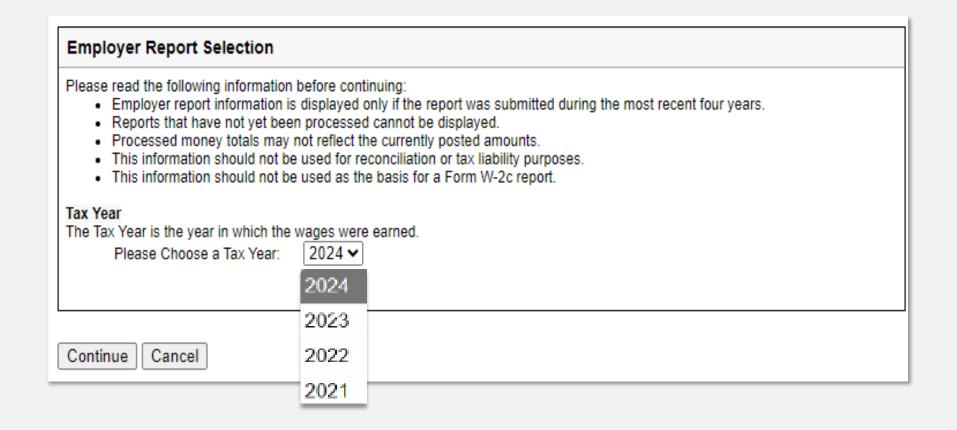'Delete This Submission.'

Employer Report Status

How to Check the Employer Report Status

- Log in to BSO.

- Select the 'View Employer Report Status' on the EWR homepage.

Employer Report Selection

Choose a Tax Year. Select Continue button.

How to View the Employer Report Status

Select 'Report Details.'

Search Results

Name: **WAGE SUBMISSION COMPANY**
EIN:
Tax Year: **2024**
Total Reports: **3**

Status	Receipt Date	Status Date	Report Method	Report Type	# W-2s/W-2cs	# Errors	Details
COMPLETE	01/02/2025	01/03/2025	W-2 ONLINE	REGULAR	1	No errors	Report Details
RETURN	01/05/2025	01/07/2025	W-2 ONLINE	REGULAR	8	1	Report Details
DUPLICATE	01/07/2025	01/10/2025	W-2 ONLINE	REGULAR	1	No errors	Report Details

Select 'Error Details.'
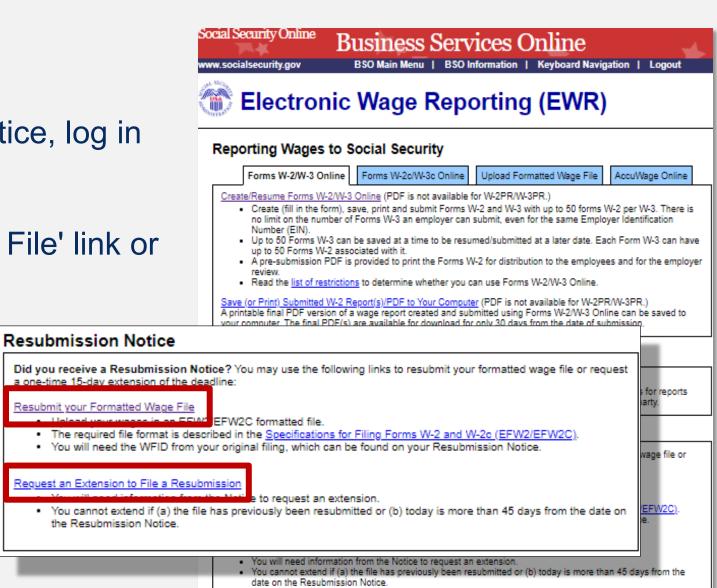
Error Summary

Total Errors: **1**

Critical: **1**
Informational: **0**

Importance	Error Description	More Information
CRITICAL	Out of Balance Over Tolerance - Social Security Wages	Error Details

Resubmission Notice

If you received a Resubmission Notice, log in to BSO select:

- 'Resubmit your Formatted Wage File' link or

- 'Request an Extension to File a Resubmission' link.

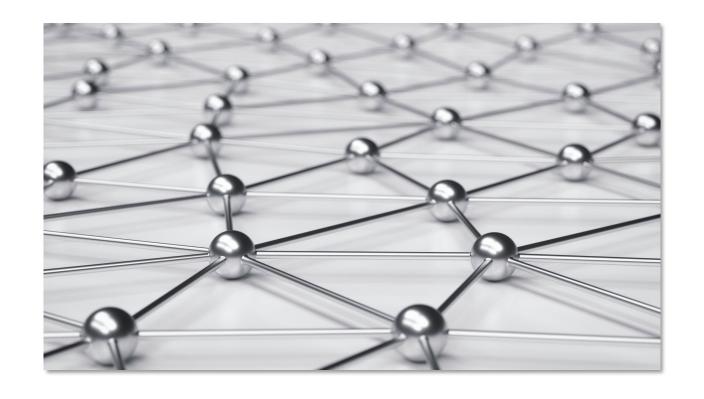# Submission, Employer Report Status and Resubmission Notice Resources

Submission Status Tutorial

Employer Report Status Tutorial

Electronic W-2 Filing User Handbook

Resubmission Extension Tutorial

EFW2 Specifications 1.3

Additional Resources and Information

Filing Reminders

If you file 10 or more informational returns, you must file electronically, unless the IRS grants an extension or a waiver. If you are unable to file electronically, you can request a waiver by filing Form 8508.

January 31st, is the filing deadline for *both* electronic and paper W-2 forms.

If you are unable to file W-2s with SSA by January 31st, you may request only one 30-day extension with the IRS by completing Form 8809.

www.irs.gov/instructions/iw2w3

Forms 1099

- SSA-1099: A <u>tax form</u> that Social Security mails each January to people who receive benefits.

- IRS-1099: Information Returns filed through the Internal Revenue Service **not** Social Security.

<u>SSA-1099 FAQ</u>   <u>File IRS-1099 with IRIS</u>

BSO Support

Monday – Friday 7:00 a.m. – 5:30 p.m. ET

For wage reporting, access, or account registration:

- 1-800-772-6270

  (TTY 1-800-325-0778)

- employerinfo@ssa.gov

For technical support:

- 1-888-772-2970

  (TTY 1-800-325-0778)

- bso.support@ssa.gov

Additional Customer Support

Employer Website

www.ssa.gov/employer

Access and Registration Resources

https://www.ssa.gov/employer/navigate.htm

BSO Welcome Page
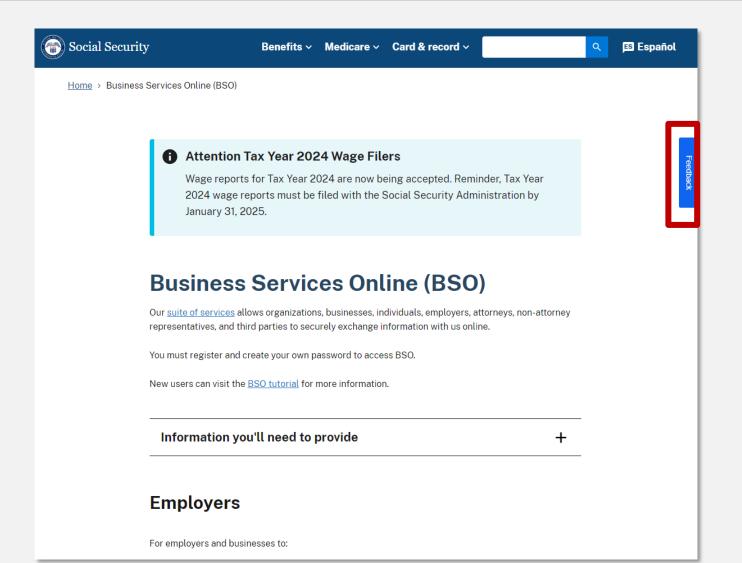
www.ssa.gov/bso

Customer Support for Wage Reporting

www.ssa.gov/employer/empcontacts.htm

National 800# for Questions Outside of Wage Reporting and BSO

1-800-772-1213

We Value Your Feedback

Thank You for Joining us Today

This information is current at the time of the presentation, but Social Security's policy is subject to change. Please visit SSA.gov/employer for up-to-date information on our programs.