



# Social Security

## Electronic Wage Reporting (Forms W-2)

[www.socialsecurity.gov](http://www.socialsecurity.gov)

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## File at the Social Security employer website

Stop filing paper W-2s, and use Social Security's free electronic filing services for small businesses. Social Security's employer website, [\*\*www.socialsecurity.gov/employer\*\*](http://www.socialsecurity.gov/employer), is your first stop for information on W-2s, electronic filing, verifying Social Security numbers, free software, technical specifications, and much more. The site allows small businesses to prepare and submit up to 50 W-2s (per submission) over a secure Internet connection. When you register to file electronically, you get

- Freedom from buying paper forms;
- W-2s for your employees and for your records;
- Electronic receipts you can use as proof you filed on time; and
- A filing deadline of March 31.

## Register for Business Services Online (BSO)

You must register to use BSO. If you're an employer, you can use BSO to get a User Identification Number (User ID) and password. Then, you can submit wage reports over the Internet. From the registration link, you also can update your registration information, change your password, or deactivate a User ID.

Before registering, explore the services available on BSO at [www.socialsecurity.gov/bso/services.htm](http://www.socialsecurity.gov/bso/services.htm).

If you're a tax preparer, accountant, payroll agent, or if you process W-2s on another company's Employer Identification Number, you can file on behalf of your clients using BSO. You only need one User ID — even if you represent more than one company. For details, visit [www.socialsecurity.gov/employer/cpaFilers.htm](http://www.socialsecurity.gov/employer/cpaFilers.htm).

A User ID is a personal ID, not a company ID. Each person who files W-2 reports electronically must have a User ID. To register for a User ID and password:

1. Go to [www.socialsecurity.gov/bso/bsowelcome.htm](http://www.socialsecurity.gov/bso/bsowelcome.htm);
2. Select "Business Services Online";
3. Select the "Register" button;

4. Complete the registration form;
5. Select your own password;
6. Request the wage reporting services you want to add.

**NOTE:** *When you complete the registration process, the system will display a User ID. Make a note of your User ID and password.*

## Use BSO for many tasks

- Upload a wage report in a file formatted according to Social Security's electronic filing specifications — an option ideal for any size filer;
- Complete up to 50 W-2s on your computer, electronically submit them to Social Security and print copies for your employees;
- Complete up to 25 W-2cs on your computer, electronically submit them to Social Security and print copies for your employees;
- View the current status of your previously submitted wage reports; and
- Verify names and Social Security numbers.

## How to use W-2 Online

1. At [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer), select “Business Services Online” and choose “Log in.”
2. Enter your User ID and password.
3. From the main Menu, select “Report Wages to Social Security.” and
4. On the next screen, select “Create/Resume Forms W-2/W-3 Online.”

## Verify names and Social Security numbers

Our verification service matches your records of employee names and Social Security numbers with our records *before* you prepare and submit W-2s. Making sure names and Social Security numbers entered on the W-2 match our records is important. Unmatched records can cost you more, and your employees may not get credit for their earnings. If you don't correctly report an employee's earnings and taxes paid, their eligibility for future benefits could be affected.

There are two online options for verifying names and Social Security numbers.

1. Verify up to 10 names and Social Security numbers (per screen) online, and get immediate results; or
2. Upload batch files of up to 250,000 names and Social Security numbers, and usually get results the next business day.

## Join our vendor list

The vendor list at [www.socialsecurity.gov/employer/vendor.htm](http://www.socialsecurity.gov/employer/vendor.htm) offers a list of companies that provide electronic W-2 reporting products or services. This site also tells you how to add your company to the list for free.

***Note:** Social Security doesn't endorse the products or services offered by these vendors.*

## Get wage reporting help

Employer services liaison officers are experts in all aspects of W-2 reporting. They can help you. For the expert in your area, visit [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).

For wage reporting and registration help, information about a particular data submission, or to register by phone, call the Employer Reporting Service Center toll-free at **1-800-772-6270** (TTY **1-800-325-0778**).

For technical support, such as connection and transmission questions, call toll-free at **1-888-772-2970** (TTY **1-800-325-0778**).

## Get more information

For general contact information, visit [www.socialsecurity.gov/employer/empcontacts.htm](http://www.socialsecurity.gov/employer/empcontacts.htm).

Find more information about filing W-2s online in the *BSO Handbook*. Go to [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer), and select “Electronically File Your W-2s.”

## Contacting Social Security

Visit [www.socialsecurity.gov](http://www.socialsecurity.gov) *anytime to* apply for benefits, open a **my Social Security** account, find publications, and get answers to frequently asked questions. Or, call us toll-free at **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We can answer case-specific questions from 7 a.m. to 7 p.m., Monday through Friday. Generally, you’ll have a shorter wait time if you call after Tuesday. We treat all calls confidentially. We also want to make sure you receive accurate and courteous service, so a second Social Security representative monitors some telephone calls. We can provide general information by automated phone service 24 hours a day. And, remember, our website, [www.socialsecurity.gov](http://www.socialsecurity.gov), is available to you anytime and anywhere!



**Social Security Administration**

SSA Publication No. 05-10034

ICN 456208

Unit of Issue - HD (one hundred)

November 2015 (Recycle prior editions)



Printed on recycled paper