

***FILING FORMS
W2/W3 ELECTRONICALLY
WITH THE SOCIAL SECURITY
ADMINISTRATION***



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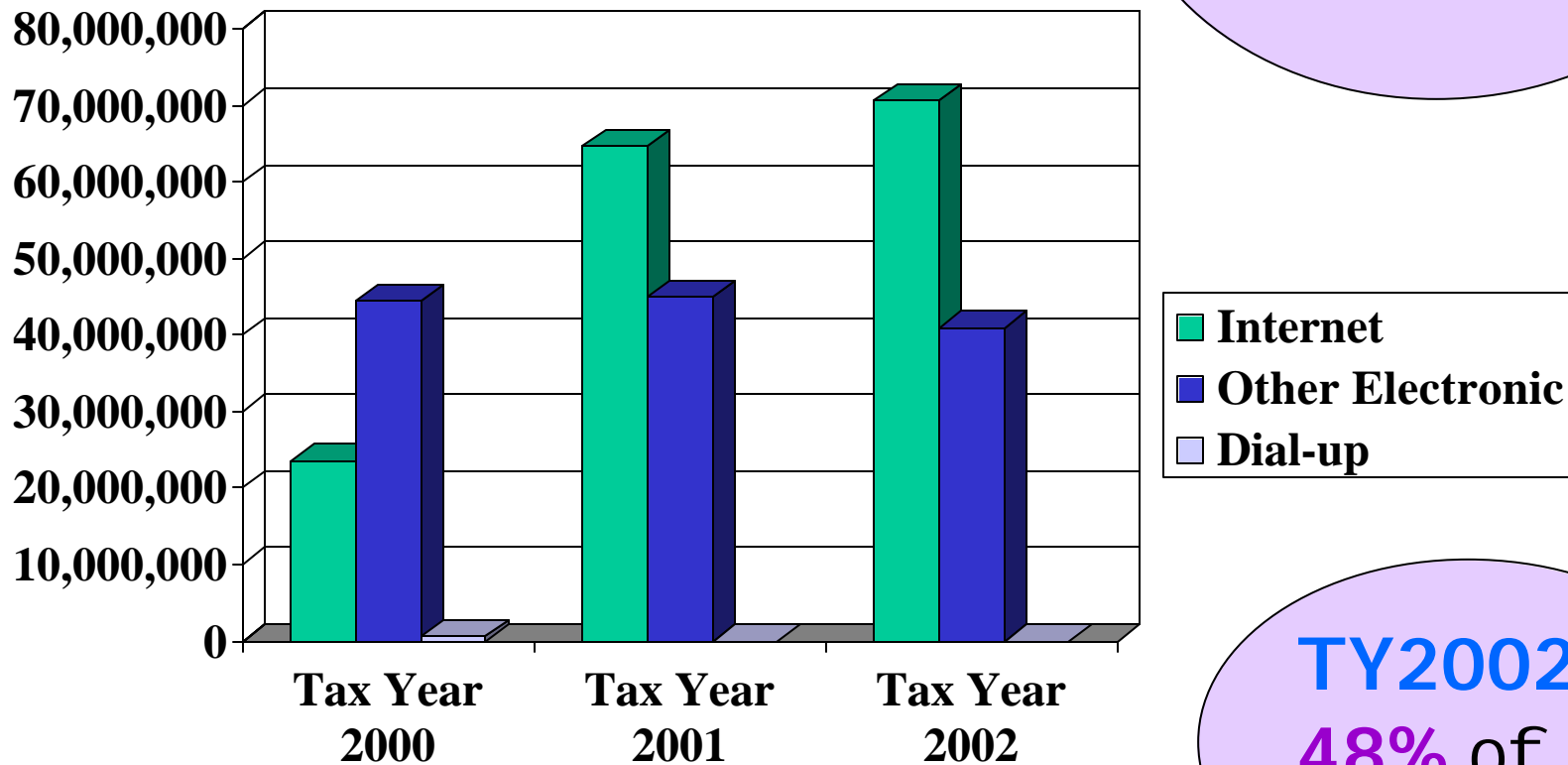


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Electronic Filing Success Story

Over **110,000**
files sent
electronically



TY2002
48% of
all W-2s

What's In It For You



- Extended due date – March 31st
- Immediate receipt
- Faster processing
- Fewer errors
- More services
- Less costly to employers and SSA

Social Security Online

Employer Reporting Instructions & Information

www.socialsecurity.gov Home Questions? How to Contact Us Search



Employer Reporting Instructions & Information

Employer Information
Website Index

- [Main Employer Reporting Page](#)
- [General W-2 Filing Information](#)
- [How To File](#)
- [Where To File](#)
- [Wage Reporting Software](#)
- [Vendor List](#)
- [Forms & Publications](#)
- [Social Security Number Verification](#)

Form W-2 Filing Methods

Electronic Filing

- [How To File](#)
- [E-Filing Handbook](#)
- [Business Services Online](#)
- [File W-2s, Register and More](#)
- [E-Filing and Magnetic Media File Format](#)
- [Filers with Connect:Direct](#)
- [How to File W-2C](#)
- [Form W-2c/W-3c Instructions](#)
- [Business Services Online Tutorial](#)
- [E-Filing and Magnetic Media File Format for W-2C](#)
- [File Edit Tips for W-2 Reports](#)

In the News

- [Hiring Foreign Workers](#)
- [Nat'l Payroll Conference Postponed](#)
- [2003 Wage Base](#)
- [File Edit Tips for W-2 Reports](#)
- [Test W-2 Report for Errors](#)
- [New Threshold for W-2c](#)
- [E-Filing Handbook](#)
- [Online Error Information](#)
- [Call the Experts](#)

Business Services Online

- **Register for a PIN and password**
 - Self-Employed can register online
- **File W-2s**
 - W-2Online
- **Acknowledge notices**
- **View errors online**
- **Notices via e-mail**

Social Security Online

www.socialsecurity.gov

Business Services Online

Home

Questions?

How to Contact Us

Search



BSO Welcome Page

*Business Services Online
Website Index*

[Employer Information](#)[BSO Handbook](#)[SSA Home Page](#)[Publications](#)[Software](#)[Feedback](#)[Navigation](#)

Business Services Online (BSO)

BSO is a suite of business services for companies to conduct business with the Social Security Administration. BSO consists of Registration Services, Employer Services (Submit a Wage File, W-2 Online, View Status, View Notices, and View Errors), and Social Security Number Verification Service (SSNVS). You must be a registered BSO user to use these services. Other services will be added in the future.

[Login](#)

If you have already registered, login to use BSO services and to maintain your BSO account.

[Registration](#)

If you have not registered for Business Services Online and need to obtain a Personal Identification Number (PIN) and password, select Registration.

Software/Hardware Requirements:

Your browser settings must accept cookies. We recommend using a Windows-based PC to use our Internet services. Using Macintosh Computers, Web TV, or other non Windows-based PCs may cause inconsistent results.

Encryption Notice:

We're sorry, but if your browser can't use [128-bit encryption](#),

e-news

Subscribe... It's FREE!

Registering for a PIN/Password

Fields Required

- **Name**
- **Social Security Number**
- **Date of Birth**
- **Employer Identification Number (EIN)**
- **Company Name**
- **Company Address**
- **Phone Number**
- **Email address**



How to use a PIN

- **Signature**
 - Person responsible for wage reporting
- **Access to Online Wage Reporting Service**
 - Person responsible for transmitting the file
 - Upload, Status
 - Resubmission reply
 - W2Online
- **Pilot - Verify Social Security Numbers (SSNs)**
 - Person responsible for verifying SSNs for Employer and/or clients

Additional Registration Information

- PINs valid indefinitely
- PASSWORDS valid for 1 year
 - remember to change every 365 days
- Requestors' data authenticated against SSA data before PIN/Password is issued
- Exception process for data that cannot be processed (1-800-772-6270)

File Paperless Wage Reports

Internet

Diskette



Specs

- **Magnetic Media Reporting and Electronic Filing (MMREF)**
 - **MANDATORY** for all users
 - **TIB - 4 format expired in TY 2000**
 - **Same layout for diskette, tape, or electronic filing**
 - **Uses a PIN as signature replacement, no Form 6559**
- **AccuWage Test Software**
 - **Identifies over 200 edit conditions**
 - **On-Screen Display of Test Results**
 - **Printable Error Report**
 - **Self-Installing**
 - **Available free at: www.ssa.gov/employer**

W-2 Online Service

- **Basic service (*no frills*)**
- **Allows Employers to directly key online Employee W-2 and W-3 information (20 or less W2s)**
- **Built-in surface edits**
- **Ability to print Employee copy of forms**



What to do if you get a No Match Letter

1. Check for typos
2. Consistent company policy
3. Inform employee to contact SSA
 - Correct with W-2c within 60 days
 - Document efforts, including if Employee is no longer in employment
 - Keep all documentation for 3 year period
 - Don't use mismatch to penalize employees



Tools to check Social Security Numbers



- Employee Verification Service
 - Phone
 - Paper list to Wilkes-Barre, PA Data Operations Center or your local Social Security Office
 - Disk/tape to Baltimore (Office of Central Operations)
- SSN Verification Service (Internet pilot)
- List of the range of issued SSNs
- AccuWage - free test software
- Employer website

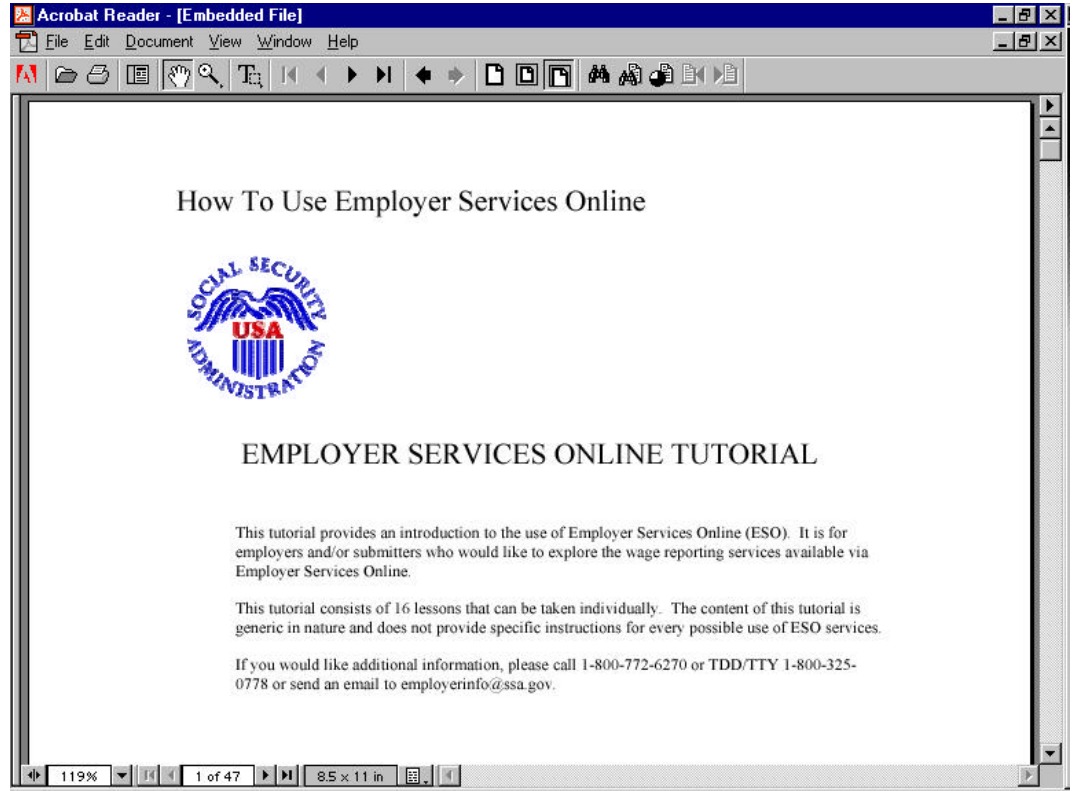
www.socialsecurity.gov/employer

Future Enhancements

- **Notify you when password expires**
- **Registration for International employers**
- **Return TIB submissions (only use MMREF)**
- **Remove the 200 error limit in AccuWage**
- **No tapes/cartridges for TY2005**
- **No diskettes for TY 2006**

New ESO Tutorial

Provides filers with easy to use step by step instructions on how to register, upload wage files and check the submission status.



Just visit the SSA Employer Homepage at www.socialsecurity.gov/employer and see how easy it is to file electronically.

ESO

DEMO

[Play the Demo](#)

SSA Contacts

- **Employer Website**

www.socialsecurity.gov/employer

- **Employer Services Online (ESO)**

www.socialsecurity.gov/employer/eso/home.htm

- **Employer Customer Service**

[1-800-772-6270](tel:1-800-772-6270)

- **OWRS Technical Assistance Branch**

[1-888-772-2970](tel:1-888-772-2970)

- **Employer Services Liaison Officers**

Employer Services Liaison Officers

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