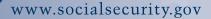


<u>Social Security</u>

W-2 Online: An Electronic Filing Option For Small Businesses



W-2 Online: An Electronic Filing Option For Small Businesses

Own a Business? Drowning in Paper? Stop Filing Paper W-2s!

Social Security has a *free* electronic filing option available for small businesses that allows you to prepare and submit up to 20 W-2s (per report) over a secure Internet service. When you register to file electronically, here's what you get:

- Freedom from buying paper forms;
- W-2s for your employees and for your records;
- Electronic receipts you can use as proof that you filed on time; and
- Until March 31 to file.

To register for a User ID and password

Go to www.socialsecurity.gov/ employer;

Social Security Online	Employer W-2 Filing Instructions & Information	K _K
www.socialsecurity.gov	Home Questions? - Contact Us - Se	arch GO
* ** ** *	Employer W-2 Filing Instructions & In Información para el empleador en Español	nformation
Employer Information	Business Services Online	In the News
Directory For Information on SSA No Match Letter Click here	BEFORE YOU FILE First Time Filers Returning Filers	For Information on SSA No Match Letter Click here
Employer W-2 Filing Page	CPAs, Accountants & Enrolled Agents	New Specifications for Electronically Filing Forms W-2/W-2c
How to File W-2s	ELECTRONIC W-2 FILERS Electronically File Your W-2s	SSA/IRS Reporter
Verify Social Security Numbers Online	Learn How to E-File Using Business Services Online Business Services Online Handbook	2007 Wage Base Announced
Forms & Publications	E-Filing Format (Formerly MMREF)	W-2 News - Subscribe
Information for Software Developers	Form W-2/W-3 Instructions	Todayl SSNVS News
Vendor List	Form W-2c/W-3c Instructions	e-Newsletter for Small
Employer Reconciliation Process	SOCIAL SECURITY NUMBER VERIFICATION SERVICE (SSNVS)	Businesses – Subscribe Todayl

www.socialsecurity.gov

Select "Business Services Online" (BSO); Select the "Register" button;

Social Security Online http://val.ssa.gov/	Home		rvices Onlir	Search	60
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 8 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	5 000 2		Services Online Business Service		HEL
DON'T USE YOUR BROWSER'S BACK BUTTON	Busin	ess Services Or	line (BSO) enables o	ganizations and authorized in	dividuals to
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID	conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request Activate and Access various BSO services and functions.				
Information	REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have stated and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions. LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log in" button to Jogn and display the BSO Main Menu. Then you may access services and functions you have afready activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.				
BSO Electronic W-2 Filing Handbook SSNVS Handbook Video - Software Demonstration Tutorial Employer Information					en you may ect "Account
Suite of Services Apply For EIN	Inform:	ación para el Emp	leador en Español		
Navigation Online Security Policy	he	re	s Services Online	Log In	
The Privacy Act and the Freedom of Information Act	Se	rvices Online h		Register	
Contact Us Electronic Descerts	Co this		Registration <u>what is</u>	Complete Phone Registration	

Complete the registration form; Select your own password;

NOTE: When you complete the registration process, a User ID will be displayed. You should make a note of your User ID and password.

6. Select "Request Access to BSO Services;" and



www.socialsecurity.gov

7. Complete the wizard for selecting the applications you want to access in BSO.

To Use W-2 Online

- 1. At *www.socialsecurity.gov*, 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;"
- 4. Select "Submit or Resubmit Wage File, W-2 Online, W-2c Online and View Submission Status;" and
- 5. On the next screen, select "Create Forms W-2 Online."

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	Request Access to BSO Services
	BSO Main Menu > Account Maintenance Menu > Request Access
Online Services Availability	Select Service Suite
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST 	You must request access to do specific functions within a service suite. Let us help you choose which functions to add.
DON'T USE YOUR BROWSER'S BACK BUTTON	Employer Services Suite:
	Electronic Wage Reporting Service Allows use of one or more of the following services:
	Reporting Wages to Social Security View FileWage Reports Status, Errors, and Error Notices without Name / SSN Errors View FileWage Reports Status, Errors, and Error Notices with Name / SSN Errors
	AND/OR
	Social Security Number Verification Service (SSIVS) Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees.
	Attorney Services Suite:
	Form SA-1094 Business Twoover Hormation Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:
	Complete Form SSA-1694 Business Taxpayer Information Update Form SSA-1694 Business Taxpayer Information
	Cancel Next>>

More information about filing W-2s online

You can find more information about filing W-2s online in the BSO Handbook. Go to *www.socialsecurity.gov/employer* and select "Electronically File Your W-2s."

Need help?

For technical support, such as connection and transmission questions, call us at **1-888-772-2970** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**), or E-mail us at *bso.support@ssa.gov.*

For help with wage reporting and registration procedures, call the Employer Reporting Service Center toll-free at **1-800-772-6270** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**).

Contacting Social Security

For more information and to find copies of our publications, visit our website at *www.socialsecurity.gov* or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We treat all calls confidentially. We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide automated phone service 24 hours a day.

We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.



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