



Social Security

Social Security's Electronic Wage Reporting (Forms W-2)

www.socialsecurity.gov

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Employer website

Social Security's employer website, 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.

Business Services Online (BSO) welcome page

Registration is required to use BSO. Companies can use BSO to register for a User Identification (User ID) number and password and submit wage reports over the Internet.

A User ID is a personal ID, not a company ID. Each person who files W-2 reports electronically must have a User ID.

Employer W-2 Filing Instructions & Information

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Employer W-2 Filing Instructions & Information

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BEFORE YOU FILE

[First Time Filers](#)

[Returning Filers](#)

[CPAs, Accountants & Enrolled Agents](#)

ELECTRONIC W-2 FILERS

[Electronically File Your W-2s](#)

[Learn How to E-File Using Business Services Online](#)

[Business Services Online Handbook](#)

[E-Filing Format](#)

[Form W-2/W-3 Instructions](#)

[Form W-2c/W-3c Instructions](#)

SOCIAL SECURITY NUMBER VERIFICATION SERVICE (SSNVS)

[Verify SSNs Online](#)

[Learn How to Use SSNVS](#)

PAPER W-2 FILERS

Third parties

If you are a tax preparer, accountant, payroll agent, or 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 more details, visit www.socialsecurity.gov/employer/cpaFilers.htm.

Registration

From the registration link, you also can update your registration information, change your password or deactivate a User ID.

BSO can be used to

- Upload a wage report file formatted according to Social Security's electronic filing specifications—an option ideal for any size filer;

- Complete up to 20 W-2s on your computer, electronically submit them to Social Security and print copies suitable for distribution to your employees;
- Complete up to five W-2cs on your computer, electronically submit them to Social Security and print copies suitable for distribution to your employees;
- View the current status of your previously submitted wage reports;
- Tell us that you have received a resubmission notice; and
- Verify names and Social Security numbers.

Business Services Online

Home Questions? Contact Us Search GO

Business Services Online [BSO HELP](#)

Welcome to **Business Services Online**

Business Services Online (BSO) enables organizations and authorized individuals to 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.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started 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 login and display the BSO Main Menu. Then you may access services and functions you have already 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.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

[Social Security Number Verification Service \(SSNVS\)](#)

Learn how to

Employers and submitters can explore the services available on BSO before registering at www.socialsecurity.gov/employer/fileBSO.htm.

Vendor list

The vendor list site at www.socialsecurity.gov/employer/vendor.htm offers a list of companies that provide electronic W-2 reporting products or services. This site also has instructions for adding your company to the list for free.

***Note:** Social Security in no way implies endorsement of the products or services offered by these vendors.*

Verify names and Social Security numbers

Our verification service matches your records of names and Social Security numbers with Social Security's 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 because unmatched records can result in additional processing costs for you and uncredited earnings for your employees.

Under Social Security, uncredited earnings and amounts paid can affect future eligibility.

There are two Internet options to verify names and Social Security numbers:

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

Contact the experts

Employer Services Liaison Officers are experts in all aspects of W-2 reporting and can provide one-on-one W-2 reporting assistance. For the expert in your area, visit www.socialsecurity.gov/employer/wage_reporting_specialists.htm.

**Atlanta – AL, FL, GA, KY, MS, NC
SC, TN**

www.socialsecurity.gov/atlanta/Southeast/wr/index.htm

Boston – CT, ME, MA, NH, RI, VT
www.socialsecurity.gov/boston/WageReport.htm

Chicago – IL, IN, OH, MI, MN, WI
www.socialsecurity.gov/chicago/wage.htm

Dallas – AR, TX, LA, OK, NM
www.socialsecurity.gov/dallas/dalwr.htm

Denver – CO, MT, ND, SD, UT, WY
www.socialsecurity.gov/denver/wage.htm

Kansas City – IA, KS, MO, NE
[www.socialsecurity.gov/kc/
kc_wage.htm](http://www.socialsecurity.gov/kc/kc_wage.htm)

New York – NJ, NY, PR, VI
[www.socialsecurity.gov/ny/
services-employer.htm](http://www.socialsecurity.gov/ny/services-employer.htm)

**Philadelphia – DE, DC, MD, PA,
VA, WV**
[www.socialsecurity.gov/phila/
wage.htm](http://www.socialsecurity.gov/phila/wage.htm)

**San Francisco – AZ, CA, GU, HI, NV,
AS, NMI**
[www.socialsecurity.gov/sf/w2/
index.html](http://www.socialsecurity.gov/sf/w2/index.html)

Seattle – AK, ID, OR, WA
[www.socialsecurity.gov/seattle/
employer.htm](http://www.socialsecurity.gov/seattle/employer.htm)

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

Want to know more?

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.

Customer support

For assistance with wage reporting procedures, 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**).

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 can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day.

We treat all calls confidentially. 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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