

Guía de Servicios para Empresas por Internet (BSO, siglas en inglés) para el Año Tributable 2011



Estado del Informe del Empleador

Usuarios pueden verificar el estado del informe de salario o examinar los errores en los informes de salario presentados por sus compañías o por una tercera persona. Esta opción está disponible sólo para los usuarios quienes al inscribirse seleccionaron la opción de «View File/Wage Report Status, Errors, and Error Notices» (Examinar el Registro/Estado del Informe de Salario, Errores, y Avisos de Errores) en su registro personal.

PASO 1: Dirija su navegador a la página del Business Services Online (BSO, siglas en inglés) titulada «Welcome to Business Services Online» (Bienvenido a los Servicios por Internet para Empresas): www.segurosocial.gov/bsowelcome.htm (solo disponible en inglés).

Social Security Online
www.socialsecurity.gov

Home FAQs Contact Us Text Size Search GO

Online Services Availability
Monday-Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

Business Services Online
Welcome to Business Services Online

DONT USE YOUR BROWSER'S BACK BUTTON

BSO Information

- BSO Electronic W-2 Filing Handbook
- Tutorial
- Suite of Services
- Navigation
- Online Security Policy

Wage Reporting

Social Security

- Frequently Asked Questions
- Employer W-2 Filing Instructions & Information
- W-2 News - Subscribe Today!
- Contact Us

Internal Revenue Service

- IRS Employment Tax & W-2 Requirements
- Apply For EIN

SSN Verification

- SSNVS Handbook
- CBSV

Other Governmental & Employment Links

- The Privacy Act and the Freedom of Information Act
- Electronic Records Express
- Government to Government Services Online

News

- Wage News
- Electronic Records Express News
- Social Security Number Verification News
- Consent Based SSN Verification News
- Form SSA-1694 News

Business Services Online
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 Phone Registration" 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 links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer 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)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment may provide SSA with taxpayer identification information using the Form SSA-1694.

To Login or Register Online

Scroll to the top of this page and:

- Select **Login** to complete, update or view the Form SSA-1694.
- Select **Register** to obtain a User ID and password to complete the Form SSA-1694.

[To complete a paper Form SSA-1694 with instructions](#)

[More information about Direct Payment, Attorneys and Appointed Representatives](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

USA.gov Privacy Policy | Website Policies & Other Important Information | Site Map
Last reviewed or modified Saturday, Dec 04, 2010 [Need Larger Text?](#)

PASO 2: Seleccione el botón que dice «**Log In**» (Ingresar) en la página del BSO titulada «Welcome to Business Services Online». El sistema mostrará la página titulada «Log In to Online Services» (Ingrese a los Servicios por Internet).

Social Security Online **Business Services Online**
 www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation **HELP**

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

For your security, please log out of the application and close all Internet windows when you are finished.

New User?
 You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Existing User?
 Please log in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
 I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files

I have read & agree to these terms.

PASO 3: Ingrese su «User ID» (Identificación del Usuario) y su «Password» (Contraseña).

PASO 4: Seleccione el encasillado que dice, **I have read & agree to these terms** (He leído y estoy de acuerdo con estas condiciones) en la página titulada «Log In to Online Services».

Seleccione el botón que dice **Log In** (Ingresar) para mostrar la página titulada «BSO Main Menu» (Menú principal del BSO).

Para regresar a la página del BSO titulada «Welcome to Business Services Online», seleccione el enlace que dice **BSO Welcome** que está en la parte de arriba o de abajo de la página.

PASO 5: Seleccione el enlace que dice «**Report Wages To Social Security**» (Informe los Salarios al Seguro Social) en la página del «BSO Main Menu». El sistema mostrará la página titulada «Wage Reporting Attestation» (Confirmación del Informe de Salario).

PASO 6: Seleccione el botón que dice **I Accept** (Acepto) en la página titulada «Wage Reporting Attestation» para ir a la página principal del EWR.

Para regresar a la página del «[BSO Main Menu](#)», seleccione el botón que dice **I DO NOT Accept** (No Acepto).

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

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 50 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 50 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 50 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)
 A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

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

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or 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.

Alerts and News for EWR
[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

PASO 7: Seleccione el indicador que dice **View Employer Report Status** (Ver el Informe del Estado del Empleador) para ir a la página titulada «Employer Report Selection» (Selección del Informe del Empleador).

Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Employer Report Status**

Employer Report Selection

Please read the following information before continuing:

- Employer report information is displayed only if the report was submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

PASO 8: Seleccione un **Tax Year** (Año Tributable). El año tributable actual es el valor predeterminado.

Seleccione el botón que dice **Continue** (Continuar) para ir a la página titulada «Search Results» (Resultados de la Búsqueda). Si no hay un «Report Status» (Informe del Estado) disponible, el sistema mostrará la página titulada «[Search Results](#)» (Resultados de la Búsqueda) con un mensaje.

Seleccione el botón que dice **Cancel** (Cancelar) para regresar a la página inicial del [EWR](#).

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

1 Search Results
2 Report Summary
3 Error Details

Search Results

Name: TEST COMPANY
 EIN: 53-0090868
 Tax Year: 2009
 Total Reports: 3

Status	Receipt Date	Status Date	Report Type	# W-2s	# Errors	Details
COMPLETE	11/09/2009	11/16/2009	CORRECTION	1	No errors	Report Details
COMPLETE	11/09/2009	11/16/2009	CORRECTION	1	No errors	Report Details
COMPLETE	11/09/2009	11/16/2009	CORRECTION	1	No errors	Report Details

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Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Social Security Online
Electronic Wage Reporting (EWR)

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Employer Report Status

1 Search Results
2 Report Summary
3 Error Details

Search Results

Name: TEST COMPANY
 EIN: 53-0090868
 Tax Year: 2011
 Total Reports: 0

Important Message About Your Search Results
 Report level information is not available.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

PASO 9: En la página titulada «Search Results»:

Seleccione el enlace que dice «Status» (Estado) para ver la [Explanation of Processing Status Code](#) (Explicación del Código de Procesamiento del Estado).

Seleccione el enlace que dice **Report Details** (Detalles del Informe) para ver la página del «Report Summary» (Resumen del Informe). Si no hay error en la información disponible, el sistema mostrará la página titulada «[Report Summary](#)» con un mensaje.

Seleccione el botón que dice **Back to Search** (Regresar a la Búsqueda) para regresar a la página titulada «[Employer Report Selection](#)» (Selección del Informe del Empleador).

Seleccione el botón que dice **Print Page** (Imprimir la página) para imprimir la página de «Search Results» (Resultados de la Búsqueda).

Social Security Online
Electronic Wage Reporting (EWR)

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Employer Report Status

1 [Search Results](#)
2 [Report Summary](#)
3 [Error Details](#)

Report Details

Name: WAGE SUBMISSION COMPANY

Tax Year: 2010
 Report Type: REGULAR
 Status: [RETURN](#)
 Status Date: 11/19/2010
 # of W-2s: 2427

W-3 Information			
	Reported	Processed	Amended
Social Security Wages	\$347,033,057.75	\$347,033,057.75	NOT APPLICABLE
Social Security Tips	\$243,690,351.34	\$243,690,351.34	NOT APPLICABLE
Medicare Wages and Tips	\$1,405,036,664.27	\$1,405,036,664.27	NOT APPLICABLE
Federal Taxable Income	\$762,779,334.86	\$1,845,097,462,517.41	NOT APPLICABLE

Error Summary

Total Errors:

Critical: 9
 # Informational: 2

Importance	Error Description	More Information
CRITICAL	Average W2 over 1 million dollars - Def Comp 408(k)(6)	Error Details
CRITICAL	Average W2 over 1 million dollars - Total Compensation	Error Details
CRITICAL	Invalid Names and/or SSNs	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 401(k)	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 403(b)	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 408(k)(6)	Error Details
CRITICAL	Out of Balance Over Tolerance - Health Savings Account	Error Details
CRITICAL	Out of Balance Over Tolerance - Non-Qual Plan Section 457	Error Details
CRITICAL	Out of Balance Over Tolerance - Total Compensation	Error Details
INFORMATIONAL	Out of Balance Over Tolerance - Adv Earned Income Credit	Error Details
INFORMATIONAL	Out of Balance Under Tolerance - Federal Tax	Error Details

[Back to Top](#)

Back to Search Results
Print Page

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

1 [Search Results](#)
2 **Report Summary**
3 [Error Details](#)

Report Details

Name: TEST COMPANY

Tax Year: 2009
Report Type: CORRECTION
Status: **COMPLETE**
Status Date: 11/16/2009
of W-2s: 1

W-3c Information	Reported	Processed	Amended
Correct Social Security Wages		\$0.00	NOT APPLICABLE
Correct Social Security Tips		\$0.00	NOT APPLICABLE
Correct Medicare Wages and Tips		\$0.00	NOT APPLICABLE
Correct Federal Taxable Income	\$98,000.00	\$98,000.00	NOT APPLICABLE

Error Summary

Total Errors:

Critical: 0
Informational: 0

Important Message About Your Search Results
Error information is not available.

[Back to Search Results](#)
[Print Page](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

PASO 10: En la página titulada «Report Summary» (Resumen del Informe):

Seleccione el enlace que dice «Status» (Estado) en la sección de «Report Details» (Detalles del Informe) para ver la [Explanation of Processing Status Code](#) (Explicación del Código de Cómo se Procesa el Estado).

Seleccione el enlace que dice «Importance» (Importancia) en la sección titulada «Error Summary» (Resumen del Error) para ver una [Explanation of the Error Importance](#) (Explicación de la Importancia del Error).

Seleccione el enlace que dice **Error Details** (Detalles del Error) para ir a la página titulada «Error Details».

Seleccione el botón que dice **Back to Search Results** (Regresar a la Búsqueda de los Resultados) para regresar a la página titulada «[Search Results](#)» (Resultados de la Búsqueda).

Seleccione el botón de **Print Page** (Imprimir la Página) para imprimir la página titulada «Report Summary» (Resumen del Informe).

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

1 [Search Results](#)
2 [Report Summary](#)
3 [Error Details](#)

Error Details for: Average W2 over 1 million dollars - Def Comp 408(k)(6)

Importance
[CRITICAL](#)

Description
The average Employee Wage Record contains Deferred Compensation 408(k)(6) greater than one million dollars (\$1,000,000.00).

Action
The error for which you have requested additional details is **CRITICAL**. As a result of this error, Social Security was not able to complete processing of this report. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your report and resubmit this file to Social Security. Instructions for correcting many common errors can be found in our [Online Error Reference Material](#). You can also download our free [AccuWage](#) software which allows you to check your W-2 or W-2c file for many commonly made errors prior to submitting it to Social Security.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

PASO 11: En la página titulada «Error Details» (Detalles del Error):

Seleccione el enlace que dice «Importance» (Importancia) para ver la [Explanation of the Error Importance](#) (Importancia de la Explicación del Error).

Seleccione el enlace que dice [Online Error Reference Material](#) (Material Referente al Error por Internet) para ver las Instrucciones e Información para el empleador cuando presenta un W-2 (Employer W-2 Filing Instructions & Information).

Seleccione el enlace que dice [AccuWage](#) para ver la Información de AccuWage y el Programa de computadora (AccuWage Information and Software).

Seleccione el botón que dice **Back to Report Summary** (Regresar al Resumen del Informe) para regresar a la página titulada «[Report Summary](#)».

Seleccione el botón que dice **Print Page** (Imprimir la Página) para imprimir la página de los «Detalles del error» (Error Details).

APÉNDICE: OTRAS PÁGINAS

1. Página de Explicación del Código de Procesamiento del Estado (Estado de la Presentación)

Los usuarios pueden tener acceso a esta página seleccionando el enlace específico del estado en la columna que dice «Submission Status» (Estado de la Presentación) o la columna que dice Report Status (Estado del Informe) en cualquier página de los errores.

Explanation of Processing Status Code

You have requested information about the RECEIVED processing status code.

RECEIVED	Social Security has received your submission.
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Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.

2. Página de Explicación de la Importancia del Error

Usuarios pueden tener acceso a esta página seleccionando ya sea el enlace que dice «CRITICAL» (Crítico) o el enlace que dice «INFORMATIONAL» (Informativo) en la columna titulada «Importance» (Importancia) en cualquier página de los errores.

Explanation of Error Importance

You have requested information about CRITICAL errors.

The error for which you have requested additional details is **CRITICAL**. As a result of this error, Social Security was not able to complete processing of this submission. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your submission and resubmit this file to Social Security.

Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.