

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



## W-2 por Internet

Contiene las siguientes lecciones:

- [Lección 1: Cómo Crear/Reanudar Formularios W-2 por Internet](#)
- [Lección 2: Cómo Descargar Informes ya Presentados](#)
- [Apéndice: Otras Páginas](#)

## LECCIÓN 1: CÓMO CREAR/REANUDAR FORMULARIOS «W-2 ONLINE»

Siga las siguientes instrucciones para crear hasta cincuenta informes con cincuenta formularios «W-2 Online» en cada registro.

**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](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Social Security Online**  
www.socialsecurity.gov

**Business Services Online**  
Welcome to Business Services Online

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

**DON'T 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**» (Ingrese) en la página titulada «Business Services Online Welcome». El sistema mostrará la página titulada «Log In to Online Services» (Ingrese a los Servicios Electrónicos).

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

**PASO 4:** Seleccione el encasillado que dice, **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**» para ver la página titulada «BSO Main Menu».

Para regresar a la página inicial 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.

**Business Services Online**

www.socialsecurity.gov | BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**Main Menu** [HELP](#)

ERESUB VALIDATION

Welcome, ERESUB VALIDATION  
 Your password expires on **May 05, 2099**

**Report Wages To Social Security**  
 Submit, download or process W-2s and W-2cs  
 View submission status, acknowledge resubmission notices or  
 Request resubmission extensions  
 View errors and error notices for wage files and/or wage reports submitted by or for your company

**Social Security Number Verification Service**  
 Request online SSN verification, or  
 Submit files for SSN verification

**Manage Employer Information**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)
- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)
- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

www.socialsecurity.gov | BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

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

**Business Services Online**

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**Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

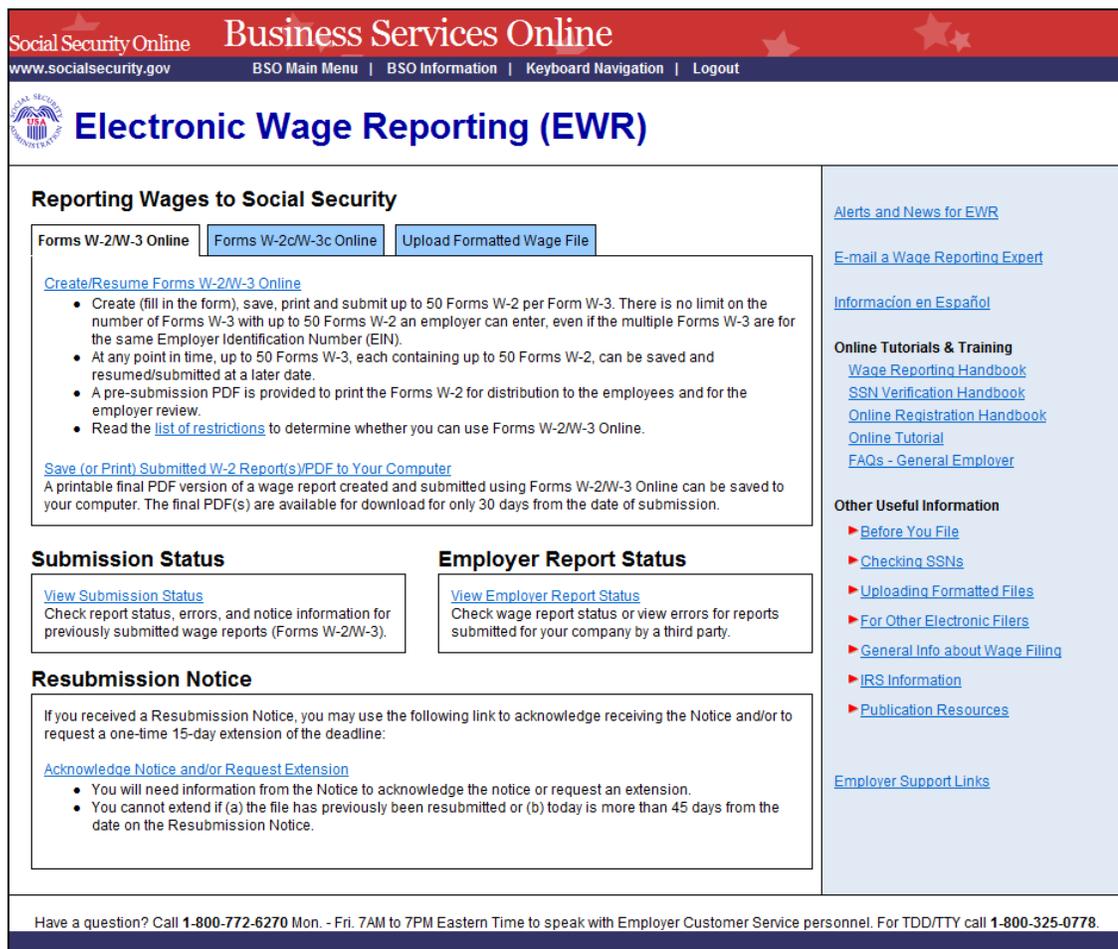
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

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

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



**PASO 7:** En la página inicial del EWR:

El indicador de los formularios «Forms W-2/W-3 Online» (Formularios W-2/W-3 Electrónicos) es la pantalla predeterminada.

Seleccione el enlace que dice, «**Create/Resume Forms W-2/W-3 Online**» (Crear/Reanudar Formularios W-2/W-3 en Formato Electrónico). Si no se encuentran informes que no hayan sido presentados, el sistema mostrará la página que dice «[Before You Create Your Form\(s\) W-2/W-3](#)» (Antes de Comenzar a Llenar su(s) Formulario(s) W-2c/W-3). Si hay formularios W-2/W-3 que todavía presentados no han sido, el sistema mostrará la página titulada «Forms W-2/W-3 Online “Unsubmitted Reports”».

*Usted puede tener un máximo de cincuenta registros de salarios que no haya presentado. Cuando haya alcanzado el límite de cincuenta registros «guardados», se le requerirá que primero presente por lo menos uno de los registros guardados antes de que se le permita comenzar un registro nuevo. Si tiene cuarenta y nueve registros, o menos, puede continuar sin presentar los registros que ya existen).*

Social Security Online **Electronic Wage Reporting (EWR)**  
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**Forms W-2/W-3 Online**

**Unsubmitted Reports**

You have 11 saved reports that you have not yet submitted.  
 To resume a previous report, select the "Edit" button next to the report.

**Note:** Unsubmitted reports are deleted if you do not resume working with them before the purge date.

	Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-20-2011	11-17-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-20-2011	11-17-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-25-2011	11-22-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-26-2011	11-23-2011
<a href="#">Edit</a> <a href="#">Delete</a>	X	942728480	0	07-27-2011	11-24-2011
<a href="#">Edit</a> <a href="#">Delete</a>	2010 W3	942728480	1	08-02-2011	11-30-2011
<a href="#">Edit</a> <a href="#">Delete</a>	RT	942728480	0	08-08-2011	12-06-2011
<a href="#">Edit</a> <a href="#">Delete</a>	NEWB	042613297	2	08-12-2011	12-10-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	042613297	1	08-12-2011	12-10-2011
<a href="#">Edit</a> <a href="#">Delete</a>	1234567890123456789012345678901234567891111111X	942728480	2	08-16-2011	12-14-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	3	08-16-2011	12-14-2011

[Cancel](#) [Start a New Report](#)

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 el botón que dice «**Start a New Report**» (Comience un informe nuevo) en la página titulada «[Unsubmitted Reports](#)». El sistema mostrará la página titulada «Before You Create Your Form(s) W-2/W-3» (Antes que Comience a Llenar su(s) Formulario(s) W-2c/W-3).

Seleccione el enlace que dice **Delete** para borrar un informe que no ha sido presentado. Aparecerá la página que dice, “[Are you sure you want to delete the unsubmitted report?](#)” (¿Está seguro que quiere borrar el informe que no ha sido presentado?).

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

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Electronic Wage Reporting (EWR)

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## Forms W-2/W-3 Online

### Before You Create Your Form(s) W-2/W-3

Please answer the following questions:

▶ Please select the Tax Year:

▶ For whom are you filing?

▶ Please select the type of W-2 Form (Regular or Territorial):

▶ Have you received a Reconciliation Letter?  YES

I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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### Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)  
 If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for wages earned in Puerto Rico or the Northern Mariana Islands?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?
- You are not going to work on any fields from Boxes 1 through 7 or Boxes 9 through 12.

Yes, one or more of these situations apply to this wage report.

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 «Before You Create Your Form(s) W-2/W-3» (Antes que Comience a Llenar su(s) Formulario(s) W-2c/W-3):

Seleccione el año tributable, elija el nombre de una compañía y el tipo de formulario W-2 que está creando. Si ha recibido una Carta de reconciliación, seleccione el encasillado que dice «check».

Si ninguna de las situaciones nombradas en la sección que dice «Check for Exception» (Verifique si existe alguna excepción) aplica, seleccione el botón que dice **Continue** para ir a la página titulada «Employer Information for this Wage Report» (Información Empresarial para este Registro de Salarios).

Si alguna de las situaciones descritas en la sección de «Check for Exception» es aplicable, seleccione el encasillado y el botón que dice **Continue** para ir a la página titulada «[W-2 Online Restrictions](#)» (Restricciones al Programa de W-2 Electrónico).

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

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Forms W-2/W-3 Online

**Steps:** ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### ① Employer Information for this Wage Report

Fields marked with an asterisk (\*) MUST be completed.

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#### Enter/Review Employer Information for this Wage Report

**Please note:** If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

\* Employer Name:

\* EIN:

\* Country:

Address Line 1:

Address Line 2:

\* City:

\* State Abbreviation (for U.S.)/Province:

\* ZIP/Postal Code:  ZIP Ext. (U.S. only):

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#### Contact Person for this Submission

\* Name:

\* E-mail:

\* Phone:  Ext:

Fax:

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#### Other Information

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

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#### Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

\* Kind of Payer:

! **Warning:** Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

- 941 (Regular)
- Household Employer
- 943 (Agriculture)
- 944 (Regular)
- CT-1 (Railroad)
- Medicare Government Employer (For Government Employers only)

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#### Kind of Employer

Select the Kind of Employer that best describes your situation.

- Federal Government
- Tax Exempt Employer (501c Non-Govt)
- State and Local Governmental Employer (State/Local Non-501c)
- State and Local Tax Exempt Employer (State/Local 501c)
- None Apply

Third-party Sick Pay

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 «Employer Information for this Wage Report»:

Ingrese o revise la información de la empresa, información de la persona de contacto, cualquier otra información y seleccione el tipo de pagador y el tipo de empleador, luego seleccione el botón que dice «**Continue**» para ir a la página titulada «Enter W-2 Information» (Ingrese la Información para el formulario W-2).

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

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Forms W-2/W-3 Online					
Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF					
② Enter W-2 Information					
You are currently working on W-2 number: 1 of 50.					
Fields marked with an asterisk (*) MUST be completed.					
a * Employee's social security number - - - - -		For official use only OMB No. 1545-0008			
b Employer identification number 53 - 0090868		1 Wages, tips, other compensation \$		2 Federal income tax withheld \$	
c Employer's name, address, and ZIP code ASD F, MD 21211		3 Social security wages \$		4 Social security tax withheld \$	
d Control number		5 Medicare wages and tips \$		6 Medicare tax withheld \$	
		7 Social security tips \$		8 Allocated tips \$	
		9 Advance EIC payment \$		10 Dependent care benefits \$	
e Employee's first name, middle initial, last name and suffix * First: <input type="text"/> Middle: <input type="text"/> * Last: <input type="text"/> Suffix: <input type="text"/>		11 Nonqualified plans Section 457 distributions or contributions \$ Not section 457 distributions or contributions \$		12a Code: <input type="text"/> \$ <input type="text"/>	
f Employee's address * Country: United States Address line 1: <input type="text"/> Address line 2: <input type="text"/> * City: <input type="text"/> U.S. address or a foreign address * State/Province: <input type="text"/> * ZIP/Postal code: <input type="text"/> ZIP Ext. (U.S. only): <input type="text"/>		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b Code: <input type="text"/> \$ <input type="text"/>	
15 Employer's State ID number \$		16 State wages, tips, etc. \$		17 State income tax \$	
		18 Local wages, tips, etc. \$		19 Local income tax \$	
		20 Locality name <input type="text"/>			
15 Employer's State ID number \$		16 State wages, tips, etc. \$		17 State income tax \$	
18 Local wages, tips, etc. \$		19 Local income tax \$		20 Locality name <input type="text"/>	
Cancel Changes		Delete this W-2		Save and Start next W-2 >>	
				Save and Go to W-2 List >>	
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:** Ingrese la información necesaria para el W-2 en los encasillados correspondientes en la página titulada «Enter W-2 Information» (Ingresar la Información del Formulario W-2). Seleccione el botón que dice «**Save and Start Next W-2**» para guardar la información del formulario W-2 presente y comenzar otro. Es posible que el sistema muestre algunos sobre avisos. Si el sistema muestra un sobre aviso, puede proceder ya sea haciendo las correcciones al formulario W-2 o seleccionando el encasillado que invalida el sobre aviso.

Cuando termine creando los formularios W-2, seleccione el botón que dice «**Save and Go to W-2 List**» (Guardar e Ir a la Lista de los W-2) para continuar a la página titulada «W-2 List for this Submission» (Lista de los Formularios W-2 para esta Presentación).

*Puede ingresar hasta un máximo de cincuenta formularios W-2. El número de los W-2 actuales se muestra en la parte superior de la página titulada «Enter W-2 Information». Cuando haya ingresado el quincuagésimo formulario, el sistema ya no mostrará el botón que dice «**Save and Start Next W-2**» (Guardar y Comenzar otro W-2).*

Seleccione el botón que dice «**Cancel Changes**» (Cancelar los Cambios) para rechazar los cambios efectuados a este W-2 e ir a la página titulada «W-2 List for this Submission».

Seleccione el botón que dice «**Delete this W-2**» (Borrar este W-2): Si el formulario ha sido guardado previamente, el sistema mostrará la página que titulada «[Are you sure you want to delete this W-2?](#)» (¿Está seguro que quiere borrar este W-2?). Si el formulario no ha sido guardado previamente, el sistema mostrará la página titulada «W-2 List for Submission».

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**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ **W-2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**③ W-2 List for this Submission (PERMANENTE MEDICAL GROUP INC)**

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on 08-16-2011. Form(s) W-2 Entered: 3

Order Entered	Name	SSN	Wages (box 1)	
1.	MCCONNELL, GAIL	XXX-XX-8303	\$324.00	Delete
2.	CLINTON, MICHELLE	XXX-XX-5502	\$4,234.00	Delete
3.	GIBSON, KAITLIN	XXX-XX-3902	\$345.00	Delete
<b>Total</b>			<b>\$4,903.00</b>	

Save and Quit | Edit Employer Information | Start a New W-2 >> | Continue to W-3 Preview >>

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.

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**PASO 12:** Las siguientes opciones están disponibles en la página titulada «W-2 List for this Submission» (Lista de los Formularios W-2 para esta Presentación):

Seleccione un nombre para ver y corregir la información del W-2.

Seleccione el enlace que dice **Delete** para borrar el W-2. Cuando seleccione este enlace, la página titulada «[Are you sure you want to delete this W-2?](#)» aparecerá para asistirlo.

Seleccione el botón que dice **Save and Quit** para salir del formulario W-2 electrónico sin presentar su registro de salario al Seguro Social. Cuando seleccione este botón, la página titulada «[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?](#)» aparecerá para ayudarlo.

Seleccione el botón que dice «**Edit Employer Information**» (Editar la Información Empresarial) para cambiar la información empresarial que ingresó anteriormente.

Seleccione el botón que dice **Start a New W-2** para comenzar otro W-2.

Seleccione el botón que dice **Continue to W-3 Preview** para ver la página titulada «W-3 Preview for this Submission» (Exhibición Previa del W-3 para esta Presentación).

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**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ **W-3 Preview** ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**4 W-3 Preview for this Submission**

Ensure that the information on your Form(s) W-2 for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2 List](#) and select the W-2 you need to edit.

<b>a</b> Control number		For official use only OMB No. 1545-0008	
<b>b</b> Kind of payer <b>941 - Regular</b>		<b>1</b> Wages, tips, other compensation <b>\$4,587.00</b>	<b>2</b> Federal income tax withheld <b>\$1.00</b>
Kind of employer <b>Federal Government</b>		<b>3</b> Social security wages <b>\$0.00</b>	<b>4</b> Social security tax withheld <b>\$0.00</b>
<b>c</b> Total number of forms W-2 <b>2</b>	<b>d</b> Establishment number	<b>5</b> Medicare wages and tips <b>\$0.00</b>	<b>6</b> Medicare tax withheld <b>\$0.00</b>
<b>e</b> Employer identification number <b>53-0090868</b>		<b>7</b> Social security tips <b>\$0.00</b>	<b>8</b> Allocated tips <b>\$0.00</b>
Employer's name, address, and ZIP code <b>ASD F, MD 21211</b>		<b>9</b> Advance EIC payments <b>\$0.00</b>	<b>10</b> Dependent care benefits <b>\$0.00</b>
		<b>11</b> Nonqualified plans <b>\$0.00</b>	<b>12a</b> Deferred compensation <b>\$0.00</b>
		<b>13</b> For third-party sick pay use only	<b>12b</b> Not Applicable
		<b>14</b> Income tax withheld by payer of third-party sick pay <b>\$ 0.00</b>	
<b>h</b> Other EIN used this year		<b>Note:</b> The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. <b>Social security will not use this information and will not forward it to any State or local entity.</b>	
		You must check here to confirm these are the totals you want to show on this Form W-3. <b>I Agree</b> <input type="checkbox"/>	
<b>15</b> State Employer's state ID number <b>MD   1341WW</b>		<b>16</b> State wages, tips, etc. <b>\$ 23.00</b>	<b>17</b> State income tax <b>\$ 2.30</b>
		<b>18</b> Local wages, tips, etc. <b>\$ 0.00</b>	<b>19</b> Local income tax <b>\$ 0.00</b>
<b>Contact person</b> <b>DQTV TEST</b>		<b>Telephone number</b> <b>4105556666</b>	
<b>E-mail address</b> <b>BRYAN.LYONS@SSA.GOV</b>		<b>Fax number</b>	

Save and Quit      << Return to W-2 List      Continue >>

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 13:** Las sumas que aparecen en los encasillados 16, 17, 18 y 19 en la página titulada «W-3 Preview for this Submission» (Exhibición Previa del W-3 para esta Presentación) son las sumas directas de las cantidades de los impuestos estatales que ingresó en los formularios W-2. Si su intención es usar este formulario para informar a su estado y su estado tiene diferentes reglas para reportar estas cifras, puede ingresar sus propias sumas y seleccionar el encasillado que dice **I Agree** (Estoy de acuerdo) para continuar. El Seguro Social no utilizará esta información ni tampoco la compartirá con ningún estado o entidad local.

Seleccione el botón que dice **Continue** para ir a la página titulada «Print Unsubmitted Form(s) W-2/W-3 for Review» (Imprima los Formularios W-2/W-3 que no se han Presentado).

Seleccione el botón que dice **Return to W-2 List** para regresar a la página titulada «[W-2 List for Submission](#)».

Seleccione el botón que dice **Save and Quit** para salir del W-2 electrónico sin presentar el registro de su salario al Seguro Social. Cuando seleccione este botón, la página «[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?](#) » aparecerá para ayudarlo.

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

**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ **Print & Review** ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**5 Print Unsubmitted Form(s) W-2/W-3 for Review**

- Print the PDF file below to review your unsubmitted Form(s) W-2 and W-3.
- Once you have reviewed your Form(s) W-2 and W-3 , give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2 to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2 information, please select the "Return to W-2 List" button.
- When you believe the W-2 information is accurate, you can continue to the "Sign & Submit" step.
- Check with the IRS for online filing [deadlines](#).

**Your Unsubmitted Copy**

Your unsubmitted work has been saved for future use.

[Print Unsubmitted W2/W3 257091742.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2 ?](#)

**Save and Quit**      **<< Return to W-2 List**      **Continue >>**

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 14:** En la página titulada «Print Unsubmitted Form(s) W-2/ W-3 for Review» puede elegir una de las siguientes opciones:

Seleccione el botón que dice «**Continue**» para continuar a la página titulada «Sign and Submit».

Seleccione el botón que dice «**Return to W-2 List**» (Regresar a la Lista de formularios W-2) para regresar a la página titulada «[W-2 List for this Submission](#)».

Seleccione el botón que dice «**Save and Quit**» para salir del W-2 electrónico sin presentar la información al Seguro Social. Cuando seleccione este botón, la página

titulada «[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?](#)» aparecerá para ayudarlo.

The screenshot shows the 'Sign and Submit' step of the EWR process. At the top, it says 'Social Security Online Electronic Wage Reporting (EWR)'. Below that, there's a navigation bar with steps 1 through 8. Step 6, 'Sign & Submit', is highlighted. The main content area contains a declaration box with the text: 'Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the "Submit this Wage Report" button, I affirm that the above statement is true.' Below this is a checkbox labeled 'I, BRYAN LYONS, read and agree with the above.' and a note: 'Note: You are only attesting to the accuracy of this information.' At the bottom, there are three buttons: 'Save and Quit', '<< Previous', and 'Submit this Wage Report >>'. A footer note says: '\* Once you submit this wage report electronically, do not send any paper forms to SSA.'

**PASO 15:** Seleccione el encasillado en la página titulada «Sign and Submit» para verificar la exactitud del informe y seleccione el botón que dice «**Submit This Wage Report Correction**» para presentar la corrección del registro de su salario. El sistema mostrará una página con una ventanilla despegable en la parte superior diciendo «Confirmation Receipt - Your File Was Received» (Recibo de Confirmación - Su Registro ha sido Recibido).

Seleccione el botón que dice «**Save and Quit**» (Guardar y Salir) para salir sin presentar la corrección de su registro de salario al Seguro Social. Cuando seleccione este botón, aparecerá la página de «[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?](#)» para ayudarlo.

Seleccione el botón que dice **Previous** para regresar a la página titulada «[Print Unsubmitted Form\(s\) W-2 for Review](#)» (Imprimir el Formulario(s) W-2 que no ha sido presentado para ser revisado(s)).

Social Security Online
Electronic Wage Reporting (EWR)

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

## Forms W-2/W-3 Online

**Steps:** ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit **⑦ Submission Confirmation** ⑧ Save PDF

### ⑦ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **KVZ300**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

**! Do not mail us any paper Form(s) W-2 or W-3.**

**Your Receipt**

Employer: <b>SSA</b>	Employer EIN: <b>53-0090868</b>
Tax year: <b>2010</b>	Payer type: <b>941 - Regular</b>
Received on: <b>09/14/2010 09:20 AM Eastern Time</b>	Form type: <b>W-2</b>

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Received: <b>1 Form W-2</b>	Federal income tax withheld: <b>\$888.00</b>	
Total wages: <b>\$1,999.00</b>	Social security tax withheld: <b>\$26.00</b>	
Social security wages: <b>\$56.00</b>	Medicare tax withheld: <b>\$3.00</b>	
Medicare wages and tips: <b>\$221.00</b>		

**What You Should Do Next**

1. Keep a printout of this page for 4-7 years as proof of your filing date.
2. **Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

**! Do not mail us any paper Form(s) W-2 or W-3.**

**What to Expect**

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Print this Page
Go to Save Official PDF >>

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 16:** Aparecerá una ventanilla despegable para imprimir en la parte superior de la página titulada «Confirmation Receipt - Your File Was Received» (Recibo de Confirmación – su Informe fue Recibido). En esta ventanilla puede elegir una de las siguientes opciones:

Seleccione el botón que dice **OK** para imprimir la página del «Confirmation Receipt – Your file was received».

Seleccione el botón que dice **Cancel** para cerrar la ventanilla desplegable.

**PASO 17:** En la página de «Confirmation Receipt – Your File Was Received», usted puede elegir una de las siguientes opciones:

Seleccione el botón que dice **Print this Page** para imprimir la página de confirmación.

Seleccione el botón que dice **Go to Save Oficial PDF** para ir a la página de Save PDF (Guardar PDF).

*El registro de su salario estará disponible para que lo revise bajo su cuenta de BSO hasta la fecha que se muestra en la página de su «Save PDF» (Guardar PDF).*

The screenshot shows the 'Save PDF' step of the EWR process. At the top, it says 'Social Security Online Electronic Wage Reporting (EWR)'. Below that is a navigation bar with links like 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2/W-3 Online'. A progress bar shows steps 1 through 8, with step 8 'Save PDF' highlighted. The main content area has a heading 'B Save PDF' and two bullet points: 'Save the official PDF file below to your hard drive so that you can reference it later.' and 'Once you have closed this session, the file will only be available for 120 days. Saving it to your hard drive will allow you to reference it later.' Below this is a box titled 'Save Your Official Copy' with important instructions: '\*Important: Save an official copy of the submitted file on your computer\*', 'Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.', 'This file will be available online until 01-12-2011.', and 'To save the file below to your hard drive, open the file and use the "Save" menu option.' There is a link to 'KVZ300.pdf (Final)' and two other links: 'What's in this PDF?' and 'Problems Printing Form(s) W-2?'. A yellow warning icon says 'Do not mail us any paper Form(s) W-2 or W-3.' At the bottom are three buttons: 'EWR Home', 'View Unsubmitted Reports', and 'Start a New Report'. On the right side, there is a note about needing Adobe's Acrobat reader and a 'Get Adobe Reader' button. At the very bottom, there is a footer with contact information: '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 18:** Haga un clic derecho en el nombre del registro (<filename.pdf>) en la página titulada «Save PDF» para ver o guardar el informe presentado.

Seleccione el botón que dice «**Start a New Wage Report**» para regresar a la página titulada «[Before You Create Your Form\(s\) W-2/ W-3](#)» (Antes que Comience a Llenar su(s) Formulario(s) W-2c/W-3).

Seleccione el botón que dice «**View Unsubmitted Reports**» (Ver los Informes que No se han Presentado) para ir a la página titulada «[Unsubmitted Reports](#)».

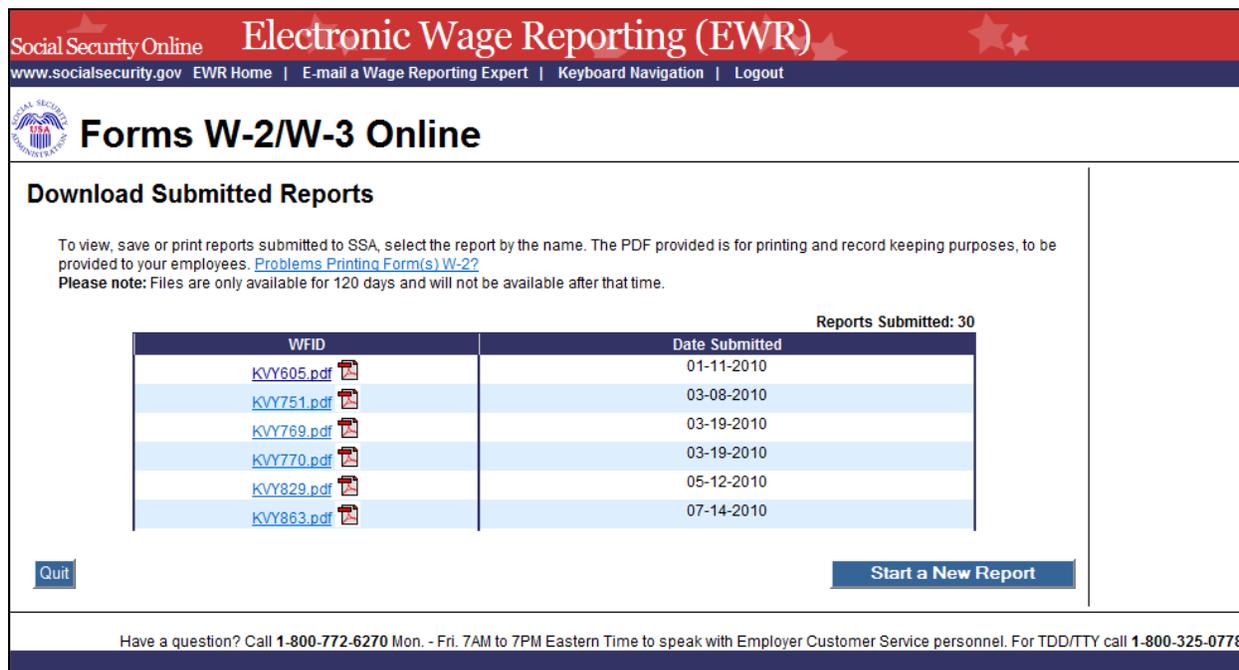
Seleccione el botón que dice [EWR Home](#) para regresar a la página inicial del «EWR ».

## LECCIÓN 2: CÓMO DESCARGAR LOS REGISTROS PRESENTADOS

Siga las siguientes **instrucciones** para descargar un expediente en formato de «Adobe» que contiene los formularios W-2 y W-3 referente a un informe del formulario W-2 remitido electrónicamente durante los últimos 30 días.

Informes de registros de salarios que ya han sido presentados están disponibles por 30 días o hasta el 31 de diciembre, lo que ocurra primero.

**PASO 1:** Seleccione el enlace que dice **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** (Guardar (o Imprimir) Informes de W-2 Presentados en PDF a su computadora) que está bajo la caja de los formularios W-2/ W-3 Online en la página inicial del EWR. El sistema mostrará la página titulada «Download Submitted Reports» (Descargar Informes Presentados).



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**Forms W-2/W-3 Online**

**Download Submitted Reports**

To view, save or print reports submitted to SSA, select the report by the name. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2?](#)  
**Please note:** Files are only available for 120 days and will not be available after that time.

Reports Submitted: 30

WFID	Date Submitted
<a href="#">KVY605.pdf</a> 	01-11-2010
<a href="#">KVY751.pdf</a> 	03-08-2010
<a href="#">KVY769.pdf</a> 	03-19-2010
<a href="#">KVY770.pdf</a> 	03-19-2010
<a href="#">KVY829.pdf</a> 	05-12-2010
<a href="#">KVY863.pdf</a> 	07-14-2010

[Quit](#) [Start a New Report](#)

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 2:** Haga un clic derecho en el enlace WFID en la página titulada «Download Submitted Reports» para ver un menú que incluye las siguientes opciones:

- Seleccione el botón que dice «**Save Target As**» (Guardar Registro Como) para descargar el expediente a su computadora.
- Seleccione el botón que dice «**Open in New Window**» (Abrir en Ventanilla Nueva) para ver el registro.

**Nota:** *Se requiere el programa de computadora «Adobe Acrobat Reader» para ver el expediente de salarios que descargó. Si no tiene una copia de éste programa de computadora, puede obtener una copia en <http://www.adobe.com>.*

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

Seleccione el botón que dice «**Start a New Report**» para proceder a la página titulada «[Before You Create Your Form\(s\) W-2/W-3](#)» (Antes que Comience a Llenar su(s) Formulario(s) W-2c/W-3).

## Apéndice: Otras Páginas

### 1. ¿Está Seguro que Quiere Borrar esta Página del W-2?

Si un usuario selecciona el botón que dice «Delete This W-2» (Borrar este W-2) en la página titulada «Enter W-2 Information» (Ingresar la Información del W-2), el sistema mostrará la página con la pregunta «Are you sure you want to delete this W-2?» (¿Está seguro que quiere borrar este W-2?).

The screenshot shows the 'Forms W-2/W-3 Online' page on the Social Security Online EWR portal. The main heading is 'Forms W-2/W-3 Online'. Below the heading, the question is 'Are you sure you want to delete this W-2?'. There are two options: 'Yes' and 'No'. The 'Yes' option states: 'Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.' The 'No' option states: 'This will take you back to the W-2 List for this Submission page.' At the bottom, there is a contact information line: '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.'

### 2. ¿Está Seguro que Quiere Guardar y Salir de la Página Electrónica del W-2 Sin Presentar su Registro Anual de Salario al Seguro Social?

Si un usuario selecciona el botón que dice «Save and Quit» en la página titulada «W-2 List for this Submission (ABC Limited)», en la página «W-3 Preview for this Submission» o en la página «Print Unsubmitted Form(s) W-2/W-3 for Review» o en la página «Sign and Submit», el sistema mostrará la página con la pregunta «Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?».

The screenshot shows the 'Forms W-2/W-3 Online' page on the Social Security Online EWR portal. The main heading is 'Forms W-2/W-3 Online'. Below the heading, the question is 'Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?'. There are two options: 'Yes' and 'No'. The 'Yes' option states: 'Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.' The 'No' option states: 'Continue working on this wage report.' At the bottom, there is a contact information line: '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.'

### 3. ¿Está Seguro que Quiere Borrar la Página que dice Unsubmitted Report? (Informe que No ha sido Presentado)

Si un usuario selecciona el botón que dice «Delete» en la página titulada «Unsubmitted Reports», el sistema mostrará la página con la pregunta «Are you sure you want to delete the unsubmitted report?».

The screenshot shows the 'Forms W-2/W-3 Online' section of the EWR portal. A confirmation message asks: 'Are you sure you want to delete the unsubmitted report?'. Below the message is a table with two options:

Options	
<input type="button" value="Yes"/>	Your unsubmitted wage report will be deleted.
<input type="button" value="No"/>	You will be sent back to the Unsubmitted Reports page.

At the bottom of the page, there is a footer: '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.'

### 4. Página de Restricciones del W-2 por Internet

Usuarios pueden tener acceso a la página de «W-2 Online Restrictions» seleccionando el botón que dice «Continue» en la página titulada «Before Your Create Your Form(s) W-2/W-3» cuando el encasillado que dice «Yes, one or more of these situations apply to this wage report» (Si, una o más de estas situaciones aplican a este registro de salario) es seleccionado.

The screenshot shows the 'W-2 Online Restrictions' section of the EWR portal. The text reads: 'According to the answers you provided on the Before You Start page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.' Below this, it states: 'You may use the File Upload application if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of vendors who provide products and services which may enable you to file Forms W-2 electronically.' At the bottom, there is a button labeled 'EWR Home Page'. A help icon (?) is visible in the top right corner of the content area.

At the bottom of the page, there is a footer: '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.'