Tax Year 2023 Special Wage Payment (SWP) Tutorial

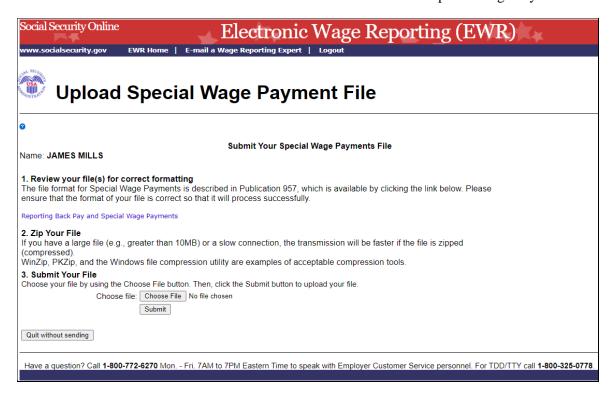
Follow the instructions below to submit a special wage payments file to the Social Security Administration (SSA). For information on preparing Special Wage Payment data files for electronic filing, go to Publication 957.

1. Select the **Upload Formatted Wage File** tab on the EWR homepage to access the Wage File Upload (WFU) application. Select the **Submit a Special Wage Payment File** link. The system displays the "Submit Your Special Wage Payments File" page.

See "Accessing EWR Suite of Services Tutorial" for how to access the EWR homepage.



- 2. On the "Submit Your Special Wage Payments File" page:
 - a. Select the **Reporting Back Pay and Special Wage Payments** link to view the Internal Revenue Service (IRS) Publication 957, "Reporting Back Pay and Special Wage Payments to the Social Security Administration".
 - b. To submit a your file, use the **Choose File** button to select a wage file from your computer's file system, then select the **Submit** button to upload your file. During file transmission, an "in progress" window is displayed. When the file upload is completed, the system displays the "Confirmation Your File Was Received" page. A pop-up window advising you to save and/or print the page will also appear.



3. On the Special Wage Payments File Submission Confirmation page, select the **Submit Another File** button to submit another file; select the **EWR Home** button or the **EWR Home** link at the top of the page to return to the EWR homepage.

