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2003 W-2 E-Filing Update

We've made our electronic filing services even better. Electronic filing is now considered the industry's "best practice" when it comes to submitting Form W-2 data to the Social Security Administration (SSA). More than 114 million W-2s were transmitted electronically to SSA during the 2002 filing season! It's ideal for any submitter (employers, accountants, tax practitioners, service bureaus, etc.).

- **It's free, fast and secure!**
- It saves time and **reduces filing burden.**
- It offers a **later filing deadline** (electronic filers have until March 31st to file instead of the February 28th deadline for all other filing methods).
- You're given an **electronic receipt** for proof of filing.
- Filing with SSA is completely **paperless.**
- You can **track the status** of your W-2 report as it's processed within SSA.

There are two ways to file electronically:

Submit a Wage File

This option allows you to upload a wage report to SSA using the Internet. Format your wage report according to SSA's *Magnetic Media Reporting and Electronic Filing (MMREF-1)* publication. In many cases, your software provider has done this for you. The TY 2003 MMREF-1 will be available at www.socialsecurity.gov/employer, select *Forms and Publications*.

or

W-2 Online

This option also uses the Internet but instead of uploading an MMREF formatted report, it allows you to create Forms W-2 right on your computer. For TY 2003 filing, you can complete and submit up to 20 Forms W-2. You also have the option to print Form W-2 statements suitable for employee distribution and your client's records. You'll need Adobe Acrobat Reader to print the forms.

Registration is Required

You can register at anytime. Just follow these simple steps:

1. Go to the web site, www.socialsecurity.gov/employer and select *Business Services Online* (formerly *Employer Services Online*).
2. Follow the “Registration Screen” prompts.
3. You’ll be issued a Personal Identification Number (PIN) immediately. We’ll mail you a password within 10 to 14 days. You’ll want to change the password right away to one you personally select. Also, change your password at least once a year to keep your PIN from expiring.

General Information

- Social Security (SSA) will accept TY 2003 electronic submissions beginning January 5, 2004.
- Each person who files Form W-2 reports needs a PIN; use that same PIN for all your clients
- You can register online even if you are self-employed and do not have an Employer Identification Number.
- The March 31st filing deadline gives your clients an extra month to identify errors and notify you. After corrections are made, you can print and give your clients or the employee a NEW original Form W-2, and resave the file before submitting it to SSA. This reduces the number of Form W-2c corrections and saves both you and your client time and money.

Where to Go for Help

The *Business Services Online User Handbook* contains complete step-by-step instructions to file your wage report electronically and also phone numbers for technical support. The Handbook is available at www.socialsecurity.gov/employer, select Forms and Publications.

ELECTRONIC FILING – IT’S HERE TODAY!