



W-2 Electronic Filing Instead of Using Paper W-2s / W-3s

It's Free, Fast and Secure!

- € It **saves YOU time!**
 - € It offers a **later filing deadline** (electronic filers have until March 31 to file, instead of February 28 for all other filing methods).
 - € It provides an **electronic receipt** you can print as proof of timely filing.
 - € Filing with Social Security (SSA) is **paperless** – no forms to mail.
 - € You can **track the status** of your W-2 report as it's processed within SSA.
 - € You don't need forms or a typewriter. To file 20 or fewer W-2's, all you need is a computer with access to the **Internet** and a **printer** to print W-2s for your employees and your records!
 - € Best of all – **IT'S FREE!**
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Just Follow Two Simple Steps

1. Go to www.socialsecurity.gov/employer and select *Business Services Online* (formerly *Employer Services Online*). Follow the *Registration* prompts. You'll get a Personal Identification Number (PIN) immediately. We'll mail you a password within 10 to 14 days.
2. Any time between January 5, 2004 and March 31, 2004, go back to *Business Services Online*, log on with your PIN and password, and begin using W-2 Online by selecting *Create W-2's*.

Where to Go for Help

Everything you need to know about filing Forms W-2 electronically with SSA can be found in the ***Business Services Online Handbook***. To view and print the ***Handbook***, go to www.socialsecurity.gov/employer and select *How to File*. You can also visit our web site for a *Vendor List* of companies that offer other electronic filing services or products. If you have further questions:

- € For general electronic filing questions, call 800-772-6270.
- € For technical support, such as connection and transmission questions, call 888-772-2970.

ELECTRONIC FILING – IT'S HERE TODAY!