

Payroll Compliance Reporting Learning Portal

Business Services Online

General Information

Every employer engaged in a trade or business that pays compensation for services performed by an employee, including noncash payments, must furnish a Form W-2 to each employee.

All employers must file a Form W-2 for wages paid to each employee who had:

- Withholdings from income, social security or Medicare tax, or
- When income tax has been withheld from an employee claiming no more than one withholding allowance or had not claimed exempt from withholding on Form W-4, *Employee's Withholding Allowance Certificate*.

Payroll Compliance Reporting allows you to prepare Forms W-2, which you can file with the Social Security Administration (SSA) on paper or electronically. You can also prepare and distribute the required forms to the appropriate recipients.

i The regulations state that any employer who is required to file 250 or more W-2 returns must file such returns electronically. This requirement applies separately to each type of return.

Business Services Online

Business Services Online (BSO) is a suite of services for businesses and employers who exchange information with the Social Security Administration (SSA). You can access BSO by navigating to www.socialsecurity.gov/bsowelcome.htm.

As a registered BSO user, you can perform the following Electronic Wage Reporting (EWR) services, depending on the established roles:

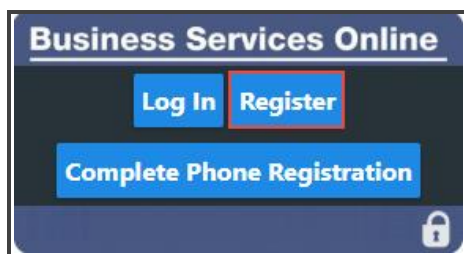
- Create, save, print and submit Forms W-2 online (W-2 Online application);
- Create, save, print and submit corrections to Forms W-2 online (W-2c Online application);
- Upload and submit wage files to SSA (Wage File Upload application);
- View status, error and notice information for previously submitted wage reports (Submission Status application);
- View status and error information for your company's wage reports (Employer Report application); and
- Request a 1-time, 15-day resubmission extension through the Resubmission Notice application.

Although Payroll Compliance Reporting (PCR) creates Form W-2 e-files, PCR does not transmit these returns to the Social Security Administration. You must upload the returns to the Business Services Online website to validate them using AccuWage and submit the returns.

Registration

To register with BSO:

1. From the **BSO Welcome** page, click **Register**.



2. Read the information, and click **I Accept**.

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

User Registration Attestation

Please read the following information about registering to use Business Services Online.

Registering for Business Services

To obtain a User ID and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

Upon successful registration, you will have your User ID and password.

You may update your registration information or change your password at any time.

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

User Certification for SSA Business Services Online

I certify that:

- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of these services.
- I understand that I may be subject to penalties if I submit fraudulent information.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.

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

3. Enter the required information, including:
 - Name as it appears on Social Security card
 - Social Security number
 - Date of birth
 - Home mailing address

- Telephone number
- Fax number (optional)
- E-mail address

1. Create a password and select 5 questions to answer if you ever need to reset your password.
2. Verify your information and select the **I Accept** check box. Click **Submit**.

User Certification for Online Services

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 understand that I may be subject to penalties if I submit fraudulent information.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

< Back Cancel & Exit **Submit**

3. BSO confirms your account and provides your User ID.



Create a Login Account

Step 4: Print your User ID

Thank you! You have successfully created a login account.
The User ID below has been assigned to you:

User ID:

Please secure this User ID for your future use.
You must enter the above User ID and your self-selected Password each time you log in and access online services.
[Print a confirmation Receipt](#)

What's Next?

Now that you've created a log in account for Online Services, you will need to tell us what functions and services you require to do your work.

Depending on the services that you are requesting, you may be required to provide additional information about yourself or the organizations that you represent.

4. On the next screen, select the check boxes for the services you want to provide.

Business Services Online

[Main Menu](#) | [Contact Us](#) | [BSO Information](#) | [Keyboard Navigation](#)



Request Access to BSO Services

Select Service Suites

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

SSA Services Suite for Employers:

Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)

Electronic Wage Reporting allows employers to test wage files using AccuWage, report wages to Social Security, and to view the status of their submission.

Social Security Number Verification Service (SSNVS)

Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

SSA Services Suite for Attorneys:

Form SSA-1694 Business Taxpayer Information

Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:

- Complete Form SSA-1694 Business Taxpayer Information Form
- Update Form SSA-1694 Business Taxpayer Information Form

Internet Representative Payee Suite:

Allows individual and organizational representatives to file their Representative Payee Report electronically. This includes Form SSA-623 for individual Representative Payees, SSA-6230 for parents, stepparents and grandparents with minor children in custody, and SSA-6234 for Representative Payee organizations.

Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission

Special Services Suite:

CBSV: Consent Based Social Security Number Verification Service

CBSV, a consent and fee-based, third party verification service should not be confused with SSNVS service displayed above in the SSA Services Suite for Employers.

i For more information or assistance, contact BSO customer support at 800-772-6270 (TDD/TTY 1-800-325-0778) or visit <https://www.ssa.gov/employer/>.

AccuWage Online

AccuWage Online allows you to check Forms W-2 and W-2c for format correctness before you submit them to the Electronic Wage Reporting (EWR) system.

To use AccuWage:

1. After logging into your BSO account, choose the option to report wages.
2. Accept the Wage Reporting Attestation.

The screenshot shows the 'Wage Reporting Attestation' page. At the top, it says 'Social Security Online Business Services Online' with the URL 'www.socialsecurity.gov' and navigation links for 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main heading is 'Wage Reporting Attestation'. Below this is a section titled 'User Certification for Electronic Wage Reporting' containing a paragraph of text: '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 it wage information and to receive employee wage information for the employer.' Below the text is a note: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom, there are two buttons: 'I Accept' (highlighted with a red box) and 'I DO NOT Accept'.

3. From the EWR page, click the **AccuWage Online** tab, and click the **AccuWage Online** link.

The screenshot shows the 'Electronic Wage Reporting (EWR)' page. At the top, it says 'Social Security Online Business Services Online' with the URL 'www.socialsecurity.gov' and navigation links for 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main heading is 'Electronic Wage Reporting (EWR)'. Below this is a section titled 'Reporting Wages to Social Security' with four tabs: 'Forms W-2W-3 Online', 'Forms W-2cW-3c Online', 'Upload Formatted Wage File', and 'AccuWage Online' (highlighted with a red box). Under the 'AccuWage Online' tab, there is a sub-link 'AccuWage Online' (also highlighted with a red box) and a paragraph of text: 'This application allows you to check W-2 (Wage and Tax Statement) and W-2c (Corrected Wage and Tax Statement) reports for correctness before you send them to Social Security Administration.' Below this is a warning: 'Warning You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.' To the right of the main content area, there are several links: 'E-mail a Wage Reporting Expert', 'Información en Español', 'Online Tutorials & Training' (with sub-links for 'Wage Reporting Handbook', 'SSN Verification Handbook', 'Online Registration Handbook', 'Online Tutorial', and 'FAQs - General Employer'), and 'Other Useful Information' (with sub-links for 'Before You File', 'Checking SSNs', 'Uploading Formatted Files', 'For Other Electronic Filers', and 'General Info about Wage Filing'). Below the 'Reporting Wages to Social Security' section, there are two more sections: 'Submission Status' with a link 'View Submission Status' and a paragraph of text: 'Check report status, errors, and notice information for previously submitted wage reports (Forms W-2W-3).', and 'Resubmission Notice' with a paragraph of text: 'If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:' and a link 'Request an Extension to File a Resubmission' followed by two bullet points: '• You will need information from the Notice to request an extension.' and '• 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.'

4. Choose your submission type and click **Start Testing**.

Submission Type

***Select Submission Type**

W-2(Regulars)

W-2c(Corrections)

Start Testing **Return**

5. Select your files, which PCR stores in the location listed in your Preferences.

Preferences

All Managers Automatically include Business E-file Info Form(s)

Return Manager

Rollover Manager


Preparer Manager

E-file Manager

Open Return

W-2 E-file Storage Location:
 Browse

6. AccuWage begins testing the file. When finished, AccuWage displays the Test Report.



Social Security
The Official Website of the U.S. Social Security Administration

AccuWage Online
For Testing Tax Year 2017 EFW2/EFW2C Submissions

Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.
Note: Results displayed will always be from the most recent file tested.

Test Report

Testing Completed 100%. There were no issues found. You may use the "Return to EWR Home" button to submit the wage report.

- 700004 Record(s) tested
- 0 Record(s) with issues
- 0 Issue(s) found

- Generated from: AWR_16Good_REG-700K.txt
- Generated on: 05/31/2017

[Print this page](#)

Test Another File **Return to EWR Home**

7. If there are issues with any file, AccuWage displays the errors. Correct these issues before submitting the files to the Social Security Administration.

Test Results

File name: Alert-Info-Only.txt

File has run 100% Complete

9 Record(s) Tested, 8 Records(s) with Issue(s)

Records

Filter record(s) by level: Issue Level Descriptions Critical (0) Error (9) Alert (2) Info (4)

Record	Issues	Record Data
1	1	RA721234563PIN45PIN 0 x COMPANYNAME COMPANY NAME COMPANY NAME COMPANY COMPANYNAMELOCATION A D D R E S SDELIVERY A D D R E S SCITYCITY CITY CITYCITYMD123451234 SUBMITTER NAME SUBMITTERNAME SUBMITTERNAME SUBMITTE NAMESUBMITERLOCATIONADDRESSSUBMITERDELIVERYADDRESSCITYCITY CITY CITYCITYMD123451234 CONTACT NAME CONTACT NAME00000410111222212345 vijay@gmail.com 4101234567 A
2	5	RE20146721234563123123123b EMPLOYER NAME EMPLOYER AGENT FOR N A M E EMPLOYER NAMELOCATION A D D R E S SDELIVERY A D D R E S SCITYCITY CITY CITYCITYMD123451234N R 0
3	2	RW123123123FIRST N A M EMIDDLE N A M ELAST NAME LAST NAMES RLOCATION A D D F E S SDELIVERY A D D R E S SCITYCITY CITY CITYCITYMD123451243 0000022222000001111100000222220000011111000004444400000111110000022222

Additional Resources

- [BSO Registration and Access to Services Handbook](#)
- [Business Services Online Tutorial](#)
- [Specifications for Filing Forms W-2 and W-2c](#)
- [About Social Security Number Verification Service](#)
- [About Consent Based Social Security Number Verification \(CBSV\) Service](#)