



Securing today  
and tomorrow

# Electronic Wage Reporting (Forms W-2)

[SSA.gov](https://www.ssa.gov)



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## File at the Social Security employer website

Stop filing paper W-2s, and use our free electronic filing services for businesses. Our employer website, **[www.ssa.gov/employer](http://www.ssa.gov/employer)**, is your first stop for information about W-2s, electronic filing, our Social Security Number Verification Service (SSNVS), technical specifications, and much more. The site allows businesses of any size to prepare and submit up to 50 W-2s or 25 W-2Cs (per submission) or submit a formatted wage file over a secure internet connection. You can also view errors and processing status.

When you report W-2s electronically, you eliminate the need for paper forms. You also get:

- W-2s for employees and for your records.
- Electronic receipts you can use as proof you filed on time.

## Register for Business Services Online (BSO)

Explore the services offered at **[www.ssa.gov/bso/services.htm](http://www.ssa.gov/bso/services.htm)**.

Your BSO User ID and password are no longer used during the sign in process. To access BSO, you must have a credential with one of our Credential Service Providers (CSP) — ID.me or Login.gov.

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If you don't have an ID.me or Login.gov credential, you will need to create an account.

If you have an existing ID.me or Login.gov account, you do NOT need to create a new one. However, if prompted, current Login.gov account holders must upgrade their credential to an advanced level of security to access our secure online services.

1. Go to ***[www.ssa.gov/bsol/bsowelcome.htm](http://www.ssa.gov/bsol/bsowelcome.htm)***.
  2. Scroll down to the “Employers” box.
  3. Select either “Log in” or “Create account”.
- Select “Sign in with ID.me”, then select the “OK” button to be redirected to the ID.me website. Either enter your email address and password or select “Create an ID.me account”. If you are creating an account, enter the requested information, accept the Terms of Service and Privacy Policy, and select “Create account”. ID.me will verify your identity at the advanced credential level required to access BSO.
  - If you prefer to use Login.gov, select “Sign in with Login.gov” or “Create an account with Login.gov”. If you are signing in, enter your email address and password. If you are creating an account, enter your email address and select your language preference. Then, read and accept the Login.gov Rules of Use and

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select “Submit”. After Login.gov has verified your identity and you have successfully created your account with the standard credential, first-time Login.gov users must complete additional steps to finalize the identity verification process needed for the advanced credential.

4. Once you’re successfully registered for your new ID.me or Login.gov credential, choose the BSO User ID and Employer Identification Number (EIN) you want to use from the drop-down menu. You also have the option to request a new User ID. Use your User ID to request the wage reporting services you want to add.

***NOTE:*** *You only need to verify your identity once. After successful verification, your existing BSO User ID, along with any activated services, will be associated with your new credential.*

If you’re a tax preparer, accountant, or payroll agent, or you process W-2s on another company’s EIN, you can file W-2 reports on behalf of all your clients using the same BSO User ID. Each person who files W-2 reports electronically must have a User ID. This User ID is your personal ID, not a company ID. For details, visit [www.ssa.gov/employer/cpaFilers.htm](http://www.ssa.gov/employer/cpaFilers.htm).

## Use BSO for many tasks

The BSO Welcome page at [www.ssa.gov/bso/bsowelcome.htm](http://www.ssa.gov/bso/bsowelcome.htm) is your starting point for many tasks.

You can:

- Upload a wage report in a file formatted according to our electronic filing specifications — an option ideal for any filer.
- Check your W-2 wage reports for accuracy using AccuWage Online before sending them to us.
- Complete up to 50 W-2s online, submit them electronically, and print copies for employees – great for smaller businesses.
- Complete up to 25 W-2Cs online, submit them electronically, and print copies for employees.
- View the status of your previously submitted wage reports.
- Verify employee names and SSNs using SSNVS.

## How to use W-2 or W-2C Online

1. Sign in to BSO with ID.me or Login.gov and accept User Certification.
2. From the main menu, select “Report Wages to Social Security”.
3. On the next screen, under the appropriate tab, select the “Create/Resume Forms W-2/W-3 Online” or “Create/Resume Forms W-2C/W-3C Online”.

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## How to use “Upload Formatted Wage File”

1. Sign in to BSO with ID.me or Login.gov and accept User Certification.
2. From the main menu, select “Report Wages to Social Security”.
3. On the next screen, select the “Upload Formatted Wage File” tab.
4. Then select “Submit a Formatted Wage File”. You also have the option to “Submit a Special Wage Payments File” or “Resubmit your Formatted Wage File”.

***NOTE:*** For filing instructions and specifications for preparing files meeting our format standards, visit [www.ssa.gov/employer/EFW2&EFW2C.htm](http://www.ssa.gov/employer/EFW2&EFW2C.htm).

## How to test W-2 Wage Report for accuracy

1. Sign in to BSO with ID.me or Login.gov and accept User Certification.
2. From the main menu, select “Report Wages to Social Security”.
3. On the next screen, select “AccuWage Online” tab.
4. Then select “AccuWage Online”.

## Verify names and Social Security numbers

SSNVS is available at [www.ssa.gov/employer/ssnv.htm](http://www.ssa.gov/employer/ssnv.htm). This free service allows you to verify employee names and SSNs before you prepare and submit W-2s. If you submit incorrect W-2s, the IRS may assess a penalty and employees may not get credit for their earnings. If reported earnings and taxes are incorrect, employees' future Social Security and Medicare benefits could be affected.

You have 2 online options for verifying employee names and SSNs:

1. Verify up to 10 names and SSNs (per screen) online and get immediate results.
2. Upload batch files of up to 250,000 names and SSNs and get next business day results, in most cases.

## How to get help with wage reporting

For wage reporting help or information about a specific data submission, call our Employer Reporting Service Center at **1-800-772-6270** (TTY **1-800-325-0778**) Monday through Friday, 7:00 a.m. to 5:30 p.m., Eastern Time.

For technical support with connection and transmission issues, call us at **1-888-772-2970** (TTY **1-800-325-0778**) Monday through Friday, 7:00 a.m. to 5:30 p.m., Eastern Time.

Our regional Employer Services Liaison Officers (ESLOs) are experts in all aspects of W-2 reporting. They can help you. You'll find contact information for the expert assigned to your state at [www.ssa.gov/employer/wage\\_reporting\\_specialists.htm](https://www.ssa.gov/employer/wage_reporting_specialists.htm).

## How to get help with our credential service providers

If you need help with your credential and identity verification, contact:

- Login.gov Help Center:  
<https://www.login.gov/contact/> - 1-844-875-6446
- ID.me Help Center:  
<https://help.id.me/hc/en-us> - Virtual help ONLY
- SSA's National 1-800 #:  
1-800-772-1213

## Where to get more information

For general contact information, visit [www.ssa.gov/employer/empcontacts.htm](https://www.ssa.gov/employer/empcontacts.htm).

Find more information about filing W-2s online in the "Electronic W-2/ W-2C Filing Handbook" at [www.ssa.gov/employer](https://www.ssa.gov/employer).

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